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ABSTRACT

This two-part book has been prepared to assist the students of Rochelle Township High School in their search for information in the library. Part I introduces library classification, the card catalog, and basic reference sources freshman students will learn how to use in the library research skills unit of their first semester English course. Reference sources covered include encyclopedias, dictionaries, almanacs, yearbooks, atlases and gazetteers, biographical sources, general literary sources, periodical indexes, and nonbook materials including vertical files, microforms, and audiovisual materials. Part II introduces advanced reference sources in various subject areas that will be useful to older students in researching information. Subject areas covered include art; U.S. and world history; geography; language; literature, drama, and Shakespeare; mass media; philosophy and psychology; religion, mythology, and folklore; science and technology; social sciences; and sports and recreation. Appended are explanations of the following: (1) the ten major classes of the Dewey Decimal Classification with each of their ten divisions, (2) Library of Congress Classification, (3) information found on a card catalog, (4) magazines available in the high school library, and (5) an annotated bibliography of reference sources. A student activity workbook, related to this document is also available. (Author/JPF)

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FINDING INFORMATION IN THE LIBRARY

A Guide to Reference Sources for Rochelle High School Students

BEST COPY AVAILABLE

by
Mary Jane Gibson
and
Mildred Kaczmarek
Librarians

Drawings
by
Alan Thor
Rob Hookham
and
Karen Hilliard

ROCHELLE TOWNSHIP HIGH SCHOOL
District 212
Rochelle, Illinois
1975

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PREFACE

This handbook has been prepared to assist the students of Rochelle High School in their search for information. Part I introduces the basic reference sources freshman students will study and learn how to use in the library research skills unit of their first semester English course.

The handbook is designed as well to provide all students with a permanent guide to sources of information found in the Rochelle High School library. As they progress from the freshman to the senior level, they will extend their library research skills in specific subject areas. Part II, then, introduces advanced reference sources that will be useful to the older students in researching information which their classroom teachers may assign. The recommendations are by no means exhaustive but rather, representative of what is available in the library. It is expected that in locating the suggested books that the students will discover for themselves many others too numerous to be included in Part II.

It is our belief that it is useless to require a student to learn about books for which he has no present need just because they are important books. They do not seem important to him; therefore, he will not remember them.

For this reason, the two parts of *Finding Information in the Library* are arranged so that the student will learn about sources of information available to him as the need for their use arises and as his interests in various subject areas develop.

We wish to express our appreciation to those who have assisted us in the preparation of this work: the freshmen English teachers whose willing involvement in the cause of library instruction was our incentive to provide a manual; Dr. Robert Broadus whose helpful suggestions improved both the text and the overall plan of this project; Dr. Melvin Smith whose enthusiasm and cooperation made publication possible; and our diligent secretary, Delores Danekas, who proficiently typed the manuscript.

We wish to give special recognition to Mr. Alan Thor who drew the cover design, to Rob Hookham who drew the library plan for this second edition and to Karen Hilliard who illustrated the text.

Mary Jane Gibson
Mildred Kaczmarek

August, 1977

INTRODUCTION

The essential purpose of your high school library is two-fold. It is the great storehouse of information that you will need to complete classroom assignments as well as to help you find answers to specific questions that arise from your own curiosity.

In this handbook you will learn to find information not only in Rochelle High School library, but also in other libraries, since all libraries are rather similar in organization. You will learn to locate facts, statistics, quotations, poems, plays, people, and definitions as well as to pursue topics in depth. You will learn to use reference books, indexes, vertical file, microfilm, filmstrips, and recordings. On the other hand, if you wish to read only for the fun of reading or just browse through new books, current magazines, and daily newspapers, you will learn how to find what you want.

As a high school student, you realize that in your courses you are encouraged, even required, to study books and materials in addition to your textbooks and to seek information beyond that given by your classroom teachers.

If you plan to go to college, you will learn that your courses will require the use of an ever-widening variety of library materials and that the use of the library is indispensable. Then, it is to your advantage to learn as early as possible – now, that is, – the titles and location of the chief works of general reference and the standard specialized sources in your chosen field of study.

Whatever your purpose when you visit the library – whether to fulfill your needs now as a student at Rochelle High School, or to help you later become a better college student, a more valued employee, or, best of all, a well-informed, satisfied person – this handbook will equip you to use a library efficiently and independently.

One caution, however; do not regard your handbook as a substitute for personal exchange between you and the librarians. The handbook is a printed guide; librarians are trained guides who can and will further explain, enlighten, and advise you in your search for either knowledge or personal enjoyment.

C

Knowledge is of two kinds:
we know a subject ourselves,
or we know where we can find information upon it.

Boswell's *Life of Dr. Johnson*
Vol. I, Page 422

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PART ONE

BASIC REFERENCE SOURCES

LIBRARY ORGANIZATION

ARRANGEMENT OF RESOURCES

The library of Rochelle Township High School is located on the first floor of the north wing. Its purpose is not only to provide you with materials for successful completion of your course work but also to provide you with materials, both book and nonbook for your recreational reading, viewing, and listening.

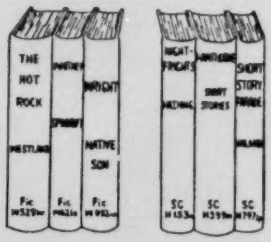
Your library, like most others, is arranged according to a definite plan. Your use of the library will be more efficient if you know the exact location of its principal items. Therefore, for your convenience, you will find a floor plan of Rochelle High School Library inside the front cover of this handbook. As you progress in library skills, you will learn the location of each of the following:

1. Circulation desk
2. Magazine check-out desk
3. Magazine and newspaper racks
4. Reserve Book shelves
5. Fiction shelves
6. Biography shelves
7. Other nonfiction shelves
8. Paperback displayer
9. Card catalog
10. Reference section
    a. Encyclopedias
    b. Single volume reference books
    c. Check-out encyclopedias
11. Dictionaries
    a. Unabridged
    b. Abridged
    c. Special
12. Index table
13. *Reader's Guide to Periodical Literature*
14. Vertical file
15. Microreaders and microfilm
16. Audiovisual materials
17. Sound filmstrip projectors
18. Copy machine
19. Book drop
20. Library office
21. Classroom
22. Teachers' corner

CLASSIFICATION OF MATERIALS

Fiction Books

Books of fiction (novels and short stories) are arranged on the shelves alphabetically by the authors' last names. Fiction books are given a symbol (we use Fic). We use the symbol SC (Story Collection) for books containing a collection of short stories. Fic and SC books are shelved in a separate section.



Nonfiction Books

Since nonfiction books are written primarily to give facts, they are classed into subject groups and are given a classification number. They are arranged in the library according to this numerical system which means that books and materials on the same subject are located together. A method of keeping like things together is called classification.

Dewey Decimal Classification System

Our high school library uses the Dewey Decimal Classification System, which was developed by Melvil Dewey about a hundred years ago and now is widely used all over the world. Dewey classified all knowledge by dividing it into ten major groups and further divided each group into ten broad divisions and finally into unlimited subdivisions with the use of the decimal point. Any book can be fitted into one of the ten major classes. It is helpful for you to understand how the Dewey System works, but it is not necessary to memorize the complete chart of Dewey's classes, divisions, and subdivisions.

Notice that every classification number on our shelves has at least three figures in it. (e.g. 796; 629; 292; 973) The first number tells you the main class number; the second number gives you the clue to a division of that class; the third number stands for a subdivision.

Examples:

796 *This Sporting Life, That Sporting Death* by John Kiely
7 = main class = Fine Arts
9 = division of Fine Arts = Recreation
6 = subdivision of Recreation = Sports

973 *The American Republic* by Richard Hofstadter
9 = main class = History
7 = division of History = History of North America
3 = subdivision of History of North America = History of the United States

You will notice there are decimals in many of our classification numbers. The numbers after the decimal point stand for still smaller parts of a subject. The use of the decimal explains the reason for the name, Dewey Decimal System of Classification.

Let us add numbers after the decimal to each of the examples above.

Examples:

973.7 *The Conflict of Convictions* by Jack Lindeman
.7 after 973 indicates a history of the United States during the Civil War

796.323 *On Court With the Superstars of the NBA* by Merv Harris
.3 after 796 indicates a book about sports played with a ball
.32 after 796 indicates that the ball is an inflated ball thrown or hit with the hand
.323 after 796 indicates that the ball thrown or hit with the hand is a basketball

In Appendix I you will find a summary from the Dewey Classification System which shows you the ten major classes with each of their ten divisions. Further division is illustrated by subdividing 970 and finer subdivision is illustrated by showing decimal notation after 973. If you would like to see a more complete summary including subdivisions or even the complete tables, ask one of your librarians to show it to you.

In Appendix II you will see a comparison of the Dewey Classification System with another major system that is also widely used – Library of Congress Classification.

Call Number

The call number of a book determines its location in the library. It is a device which is a combination of the subject classification number (Dewey) and a letter and numbers combination indicating the author (Cutter number).

Example:
Oh, How They Played the Game by Allison Danzig
796.332 – Dewey number
D199og – Cutter number

Cutter System

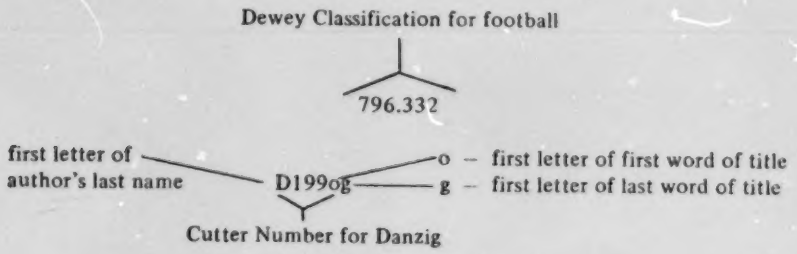
In larger libraries where there are numerous books on the same subject by authors whose names begin with the same letter, a Cutter number is used to assure orderly shelf arrangement. The Cutter system is a table devised by Charles Cutter in which numbers are arranged after each initial letter so that the authors' names are automatically alphabetized.

Example:

Daley	Daly	Daniels	Danzig	Darby
D141	D153	D186	D199	D213

Our high school library further identifies the book by using the first letter of the first word in the title (except a, an, the) and the first letter of the last word. These small letters follow the author's number.

Example:
Oh, How They Played the Game by Allison Danzig


Dewey Classification for football
796.332
first letter of author's last name
D199og
o – first letter of first word of title
g – first letter of last word of title
Cutter Number for Danzig

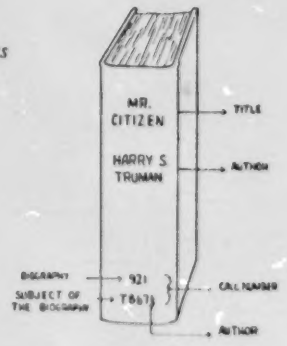
The author letter-numbers (Cutter) are placed below the Dewey Decimal class number to complete the call number. The location of a book in the library is determined by the call number; therefore, the call number is found on both the spine of the book and on the upper left corner of the cards in the card catalog which refer to the book.

Exception: Biography
Biographies, books dealing with the lives of people, are "cuttered" differently. Both biographies and autobiographies receive a 921 Dewey number in our library. It is the person written about who is important in biography, not the author. Therefore, all the biographies written by (autobiography) and written about Harry S. Truman are given the Cutter number for Truman, followed by the author initial.

Example:

Plain Speaking by Merle Miller
921
T867m

Truman's *Memoirs*
921
T867t



In this manner, all biographies and autobiographies concerning Truman will be arranged conveniently together and alphabetized by author.

Symbols

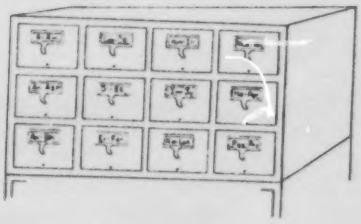
Many library materials have additional symbols located above or to the left of the call number. These symbols indicate the size and type of material you are trying to locate. The symbols used for fiction (Fic) and short story collections (SC) have already been mentioned. The other symbols used in our library are as follows:

q – quarto, a larger than average book
f – folio, an extremely large book
R – Reference book
TC – Teachers' Collection, professional books
VF – Vertical File
p – paperback
p. – paperbacks with red dot in call number are found on revolving displayer
K – Kit (filmstrip, cassette/record, and manual)
RE – Recording
REA – Record album
CAS – Cassette
TRA – Transparency
FS – Filmstrip
TAPE – Tape

CARD CATALOG

The card catalog is a vital part of every library because it is the index to all the materials the library contains. It shows you what resources the library has and where to find them. Understanding the card catalog is an important step that will always be an aid in any reference project you will be required to do.

The card catalog consists of a cabinet containing many drawers holding 3 x 5 cards arranged alphabetically. The drawers of the catalog are labeled on the front to show what cards you will find in each. The drawer labeled *Di - Ek* would contain all cards whose first word begins with *Di* and all those up to and including *Ek*. The drawer labels are read from top to bottom and are numbered in sequence from top to bottom and from left to right.

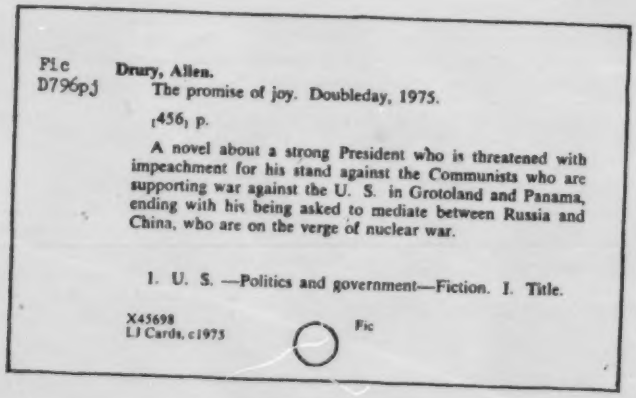


Some school libraries file all catalog cards in one alphabetical file. Our library keeps two files—one for subject heading cards only; the other for the author, title, and added entry cards. The advantage of such a separation is that a student more frequently looks for materials by subject than by any other heading. In our library you will find the two files. The author-title catalog precedes the subject catalog.

Every book in the library may be represented in the card catalog by at least three cards. Usually each book has an author card, a title card, and one or more subject cards. The cards are identical except for the top line.

The Author Card

This card has the name of the author at the top, last name first. The author card is the main card or the basic card from which all other cards (subject and title) are made, and the most complete information about the book is given on it. Refer to the diagram in Appendix III.


Fic
D796pj

Drury, Allen.
The promise of joy. Doubleday, 1975.
[456] p.

A novel about a strong President who is threatened with impeachment for his stand against the Communists who are supporting war against the U. S. in Grotoland and Panama, ending with his being asked to mediate between Russia and China, who are on the verge of nuclear war.

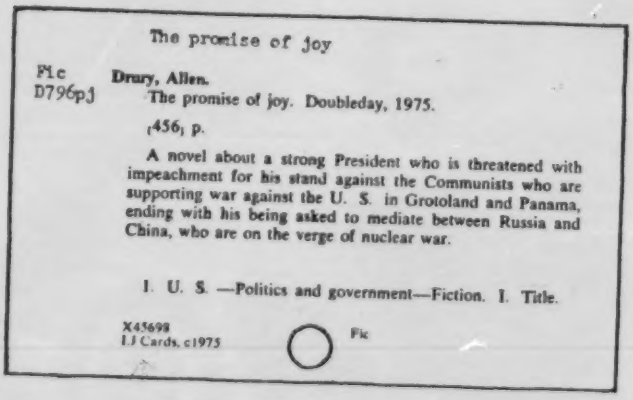
1. U. S. —Politics and government—Fiction. I. Title.

X45698
LJ Cards, c1975

Fic

The Title Card

This card has the book's title at the top. Using the title card is the quickest way to find a book if you know the title. Cards for books whose title begin with *a, an,* or *the* are alphabetized using the second word. For example, the title card for a book entitled *The Best Short Plays of 1974* will be found under *Best.*


The promise of joy

Fic
D796pj

Drury, Allen.
The promise of joy. Doubleday, 1975.
[456] p.

A novel about a strong President who is threatened with impeachment for his stand against the Communists who are supporting war against the U. S. in Grotoland and Panama, ending with his being asked to mediate between Russia and China, who are on the verge of nuclear war.

1. U. S. —Politics and government—Fiction. I. Title.

X45698
LJ Cards, c1975

Fic

The Subject Card

This card has the subject of the book in capital letters on the top line. By using the subject cards, you can find all the books in the library on a given subject. Subject cards are especially helpful if you have a topic of interest but are not familiar with names of authors or titles of books.

U.S. - POLITICS AND GOVERNMENT - FICTION

Fic
D796pj **Drury, Allen.**
The promise of joy. Doubleday, 1975.
[456] p.

A novel about a strong President who is threatened with impeachment for his stand against the Communists who are supporting war against the U. S. in Grotoland and Panama, ending with his being asked to mediate between Russia and China, who are on the verge of nuclear war.

I. U. S. —Politics and government—Fiction. I. Title.

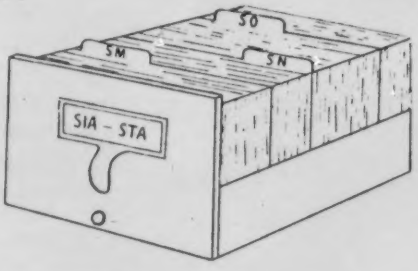
X45698
LJ Cards, c1975 Fic

Remember that you can find the book you want by looking up any of these three cards. Each card shows the book's location by the call number in the upper left corner. To find a book on the shelves of the library you should make note of the complete call number as you find it in the card catalog.

Other Useful Cards

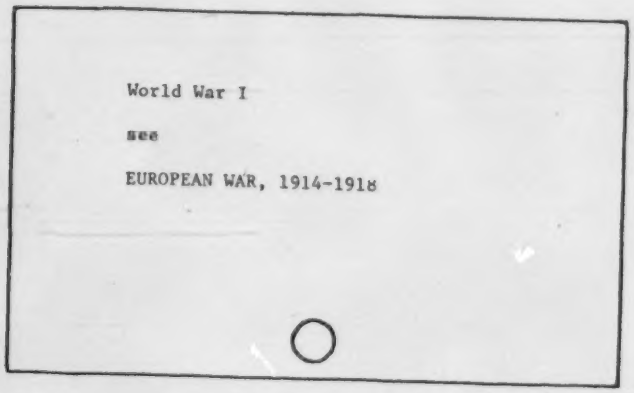
Inside the card catalog drawer, spaced among the catalog cards, are thicker cards with labels. These are guide cards to assist you quickly to that area of the alphabet you wish to use. You may want a book on SMOKING.

After finding the correct drawer by using the outside labels, in this case the drawer labeled *Sia - Sta*, you can proceed to the exact part of the alphabet by using the guide card labeled *SM*. You know you will find books on SMOKING located between the guide cards labeled *Sm* and *Sn*.

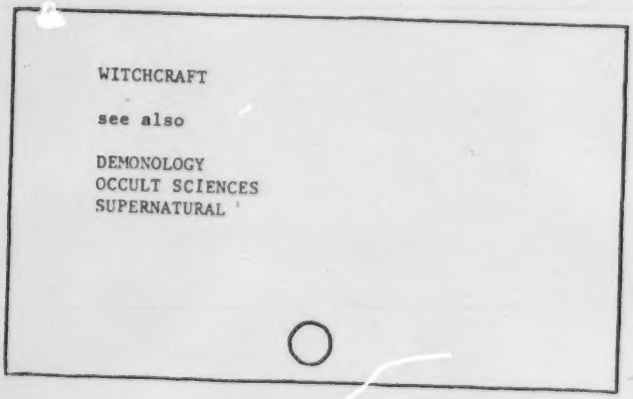


There are two kinds of **cross reference cards**, the **"see" card** and the **"see also" card.**

The "see" card refers you to the correct subject heading under which you will find the material.



The "see also" card refers you to other subjects in the catalog where you may find additional material.



See Appendix IV for examples of other useful cards, **analytic cards.**

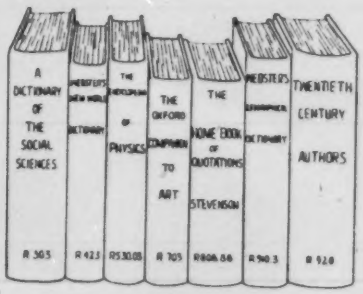
BASIC SOURCES OF INFORMATION

REFERENCE BOOKS

Reference books are designed to be consulted for definite information rather than to be read from cover to cover. They have been defined as "short cuts to learning" since they condense into single books information otherwise scattered through a thousand volumes. The facts are brought together and arranged for convenient and rapid use. Reference books are used to get information quickly and the ability to use them properly is one of the essentials of efficient research.

Reference books will serve you in two ways. Some supply information directly (encyclopedias, dictionaries, almanacs, atlases and similar works); others point the way to the place where the information is found (various types of indexes that you will learn to use).

Because reference books are used by so many different people they are kept in the library and seldom, if ever, are allowed to circulate. You have noticed in our library that the reference books are marked with an R and are shelved together in a special section.



Parts of a Book

Since books are the most important sources of information, it may be useful for you to review quickly the parts of a book. You will be able to use any book especially a reference book more intelligently if you realize the significance of its various parts.

The parts of this handbook may be regarded as typical; thus, you may refer to them as examples of the most common parts of a nonfiction book.

Every book has a **title page.** It is the right-hand page near the front on which may be found the title of the book, the subtitle, if there is one, the author or editor, the illustrator, the publisher, the place of publication, and usually the publication date.

The **copyright date** appears on the reverse side of the title page. It tells when the book was listed at the United States copyright office to protect the author's right of ownership. The copyright date is not always the same as the publication date. Sometimes a book is reprinted, under the same copyright, with the same contents, but with a new publication date. The copyright date indicates how really up-to-date the information is.

The **preface** is a brief explanation of the objectives of the book, the extent of its material, the kind of readers for whom it was written and it acknowledges the persons who gave the author help and advice. In some books, this part is called the **foreword.**

The **introduction** is more general and comments on the subject matter and its importance. Many books have both a preface and an introduction.

The **table of contents** is an indispensable part of a book. Located near the front, it lists the chapters, their subdivisions, and the corresponding pages or paragraph references. Actually the table of contents gives an overall view of the material covered. A wise reader always examines the table of contents; instead of reading the whole book, he may turn only to the portion relevant to his research project. In a book of information, drawings and photographs sharpen, clarify, and elucidate the factual material. History and geography books very often include a **list of maps and charts** used while other books of a scientific or artistic nature may include a **list of tables, diagrams, illustrations, or plates.**

The illustrations are listed in the order in which they appear in the text with page references for each item. However, decorative illustrations are not listed since they are self-explanatory and their purpose is to make the text more attractive.

The essential and longest part of the book is the body or the **text.** In a novel, it is the story; in a history book it is the organized material. It includes all of the book's chapters.

After the text, a book may have some or all of these parts:

An appendix, or additional section, which contains material that is not part of the text but which is closely related and supplementary to the material in the main part of the book;

A glossary which resembles a small dictionary of difficult technical terms or foreign words used in the book;

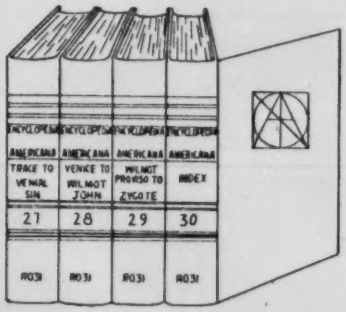
A bibliography which is a list of books and articles on a particular subject; (sometimes the list is intended to suggest material for further study and sometimes to indicate what books the author used in gathering his information. Such lists may appear at the end of each chapter or at the end of the book. In this handbook the bibliography indicates what books the authors consulted in assembling this material.)

The index which is an alphabetical list of topics treated in the book with page numbers or paragraph references to show where and at what length the topics are discussed. (It is much more detailed than the table of contents and is useful for finding quickly the information you are seeking. The index is generally found on the last few pages of a book. **Using the index of reference books efficiently is an invaluable skill to obtain information quickly.** Be sure to distinguish between the purposes of the table of contents and the index. If you want an outline of the book, use the table of contents; if you want an exact topic, use the index.)

The inner sides of the covers of a book are usually covered with white or colored paper. In many books pictures are spread over a double page to make attractive **end papers**. In travel books, outline maps are often used. In this handbook, you will note a plan of Rochelle High School Library inside the front cover and important library procedures printed inside the back cover.

Encyclopedias

Encyclopedia is a term originating from two Greek words meaning "in a circle" plus "education", or translated loosely, "well-rounded education". You students know an encyclopedia as a book or a set of books containing information on all or many branches of knowledge, in comparatively brief articles arranged alphabetically. Because of its broad coverage, an encyclopedia is often the best place to start a search for information. Here you can get basic background in a systematic summary of a subject usually written by a specialist.



Helpful Features

Encyclopedias have several features to assist you in your search for information. For example, the **letters printed on the spine** serve the same purpose as the drawer labels on the card catalog drawer. **Volume numbers** are printed on the back of each volume to show its place in the set. **Guide words** similar to those you find in dictionaries are used in encyclopedias too.

All encyclopedia articles begin with **headings** to indicate their subject. Usually they are printed in very black type with capital letters to make them show up on the page. The text of long articles in encyclopedias is broken up by division and subdivision headings to point out parts of a large subject. Some encyclopedias outline the article at the beginning or the end. Such an outline enables you to locate any part of an article without having to read the whole thing.

Most encyclopedia articles contain **illustrations**, drawings, charts, diagrams, maps, etc. Such devices help to clarify the content of an article and to increase your interest in reading it.

The encyclopedia **index** is especially designed to help you. It tells you what articles have information on your subject; it even refers you to volume and page. All main subjects and their divisions are arranged in alphabetical order. Since the index directs you to all references on a subject, you should not only learn to use the index but also form the habit of turning to the index first.

Since it is not always possible to find a subject under the heading you have in mind, **cross references** are made in a way very similar to that used in the card catalog. *World Book* for example, uses **see** or **see also**. Other encyclopedias may use the abbreviation *q.v.*; this means *quod vide*, the Latin *for which see*. These cross references are important in helping you to find all available material on a given subject.

The **bibliography**, or list of books for further reference, that appears at the end of the more important articles is another helpful feature of some encyclopedias.

Encyclopedias in Our Library

Listed below are some of the encyclopedias in our library that you will want to consult often:

Collier's Encyclopedia. 24 vols.

The style of *Collier's* is popular, clear and concise. You will find useful articles on sports and games, American government, world history, and technology.

Encyclopaedia Britannica. 30 vols.

Britannica is noticeably strong in art, history, politics, and the biological sciences. It is probably the most comprehensive of all encyclopedias, but use of the index is essential in locating smaller topics within a subject.

However, in the new fifteenth edition the set consists of the *Micropaedia* which is ten volumes of ready reference and actually an index to the *Macropaedia* which consists of nineteen volumes of "in-depth" articles. The first volume is called the *Propaedia* or *Outline of Knowledge and Guide to the Britannica.* This volume gives a topical access to the contents of the set whereas the other twenty-nine give an alphabetical access. All you need to remember is that the first ten volumes are for quick reference and also serve as an index to the *Macropaedia.*

Encyclopedia Americana. 30 vols.

Americana emphasizes science and technology. It is of particular use also for summaries of famous books, biography, and for histories of the centuries with a main emphasis on North America.

Compton's Encyclopedia and Fact Index. 15 vols.

Compton's is easy to use and comprehend. The Fact-Index at the end of each volume is a special feature. It guides you to all articles in all volumes related to subjects in the letter group marked on the volume. It contains many short statements about subjects and persons not covered in the main text of the encyclopedia.

World Book Encyclopedia. 22 vols.

This work combines the best of a young people's encyclopedia with the accuracy and plan of an adult encyclopedia. It is a colorful set, very easy to use and to understand. It makes use of many research aids to help you in organizing your information.

A special feature is the topical research guide in which some subject matter is arranged by broad subjects listed in alphabetical order in the front of the Research Guide/Index volume. These are Reading and Study Guides which you will find arranged alphabetically also in the index portion of the volume. Each is close to the index entry on the same subject. The Guides are designed to help you carry on independent study by leading you to multiple resources beyond the *World Book.*

Dictionaries

From the time you were in third grade, you have been "looking up" words in dictionaries. Much of the instruction that follows in this chapter may be a review for you, but you will want to recall the purpose and kinds of information found in dictionaries and, in addition, learn something about special dictionaries.

What is a dictionary? By derivation it means a place for words. The "place" may vary from pocket size to many volumes. It may be confined to one-word definitions (synonyms) or give the history of each word from its first appearance to the present. It may give equivalent words in two or more languages or be confined to terms in a small area of knowledge as chemistry, medicine, slang, abbreviations, rhymes, or usage. You will become acquainted with these latter types in Part II of this handbook.

For the moment, let us confine our use of *dictionary* to mean a book about words. It is a record of the usage of words – their meanings, spellings, pronunciations, histories, and forms. Its purpose is to show you how large a number of users of English have pronounced or spelled a word, what they have meant by it, and under what circumstances they have used it.

Kinds of Dictionaries

Dictionaries of English words are published in two editions known as unabridged and abridged.

The largest general dictionaries – those containing from 300,000 to 450,000 words – are called **unabridged** dictionaries. **Unabridged** means that a dictionary is not a "cut-down" version of some larger dictionary. These dictionaries you will use mainly in the library or in the study halls where they are provided for your use.

The **abridged** or desk size dictionary is the most practical for everyday use. This type you should have at hand whenever you study. The library has copies of **abridged** dictionaries for you to check out for home use if you do not have one of your own.

It is obvious that the greatest difference between **abridged** and **unabridged** dictionaries is that the smaller ones have only a fraction of the number of entries contained in the larger ones. Each entry in an **unabridged** volume is considerably more detailed and complete even about familiar words. Also, it will distinguish finer shades of meaning, have more information about derivations, pronunciations, and spellings as well as have additional diagrams and illustrations.

Other Kinds of Information

Many people refer to dictionaries only for information about words. Actually dictionaries also provide other kinds of information.

Each dictionary varies, of course, in the arrangement and manner of presenting this information. Most dictionaries give a great many facts about famous people, places, and legendary and Biblical names; some list such items as entries in the body of the dictionary while others list them in separate biographical and gazetteer sections in the back. Some list abbreviations and foreign words and phrases in the main body while others list them in separate sections. You have to familiarize yourself with the arrangement of your own **abridged** dictionary as well as the **unabridged** ones in the library. It will save you a lot of time and will enable you to appreciate your dictionary more fully if you refer to the introductory material in each one.

Unabridged dictionaries that you will find in our library are:

Webster's Third New International Dictionary of the English Language
The Random House Dictionary of the English Language

Foreign Language Dictionaries

The student of foreign languages becomes acquainted with the dictionaries of the language of his choice. You will find French, German, Latin, and Spanish dictionaries in our library. Usually the arrangement is in two parts. In the first section, foreign words are listed with their English equivalents; in the second section, English words are listed with their foreign equivalents. Both sections are arranged alphabetically.

Special Dictionaries

In addition to the general dictionaries of the English language, there are special books that are useful to anyone who does much writing. Books of synonyms will help you find the right word to express what you want to say, and they will help you to vary your choice of words so that you do not have to keep using the same one over and over. In our library we have several books of synonyms, but two that are easy to use because the words are arranged alphabetically as in general dictionaries are:

The New Roget's Thesaurus of the English Language
Webster's Collegiate Thesaurus

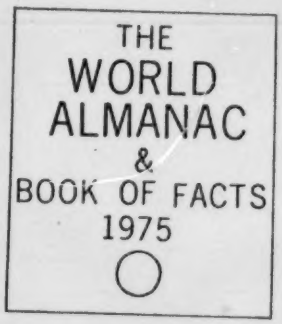
There are also special dictionaries that are encyclopedic in scope: that is, they are alphabetically arranged collections of items of information in a special subject area, e.g. biography, history, art, etc. Some examples (multi-volumed) that you will learn more about later are:

Dictionary of American Biography
Dictionary of American History
McGraw-Hill Dictionary of Art

Sometimes *dictionary* and *encyclopedia* seem almost interchangeable terms. Both may have broad coverage; both are often first sources to be explored; both are usually brief; and both are alphabetically arranged. However, while encyclopedic information may be found in a dictionary, linguistic information about individual words will not be found in an encyclopedia.

Almanacs and Yearbooks

Dictionaries and encyclopedias are examples of reference books which, up to now, you have consulted most often. There are other types with which you, as high school students, should become familiar. You will use them frequently – both in school and out.



Almanacs

One group includes almanacs which are published annually and contain many facts and miscellaneous information such as sports records, population figures, descriptions of famous cities and buildings, political and physical relief maps, chronologies of events of the previous year, facts about countries and their governments, statistics on elections, lists of colleges, of societies, of prizes, etc.

Rochelle High School Library has *Information Please Almanac* and *World Almanac*. Both are useful compilations of facts and statistics on many subjects. Complete indexes enable you to find quickly the information you need. It is well to remember, however, that the index to *World Almanac* is found in the front of the book.

Yearbooks

Encyclopedias are usually kept up-to-date not only by "continuous revision" but also by annual supplements. These supplements or yearbooks contain the latest information on subjects in the current news, inventions and discoveries, and brief biographies of prominent men and women. A necrology section (obituaries) informs you who among well-known personalities died during the year.

Some yearbooks have introductory sections in which the events of the previous year are summarized in chronological order. Most of the material is arranged alphabetically as in the encyclopedia. Like that of the encyclopedia, the index of the yearbook is important. Be sure to read the explanatory notations which precede the index so that you will use it to advantage.

We have *Britannica Book of the Year* and *World Book Yearbook* in our library.

Atlases and Gazetteers

An atlas is a collection of maps (a map being a representation of the earth's surface or part of it). Primarily, maps show the location of places, but they also, through the use of symbols, can illustrate information such as the elevation of the land, crops, rainfall, population, and temperature. Each map has a key or "legend" which defines what the symbols and colors stand for and shows the scale of miles – e.g. so many miles to one inch on the map. Even the kind of type in which a name is printed is important. In order to "read" a map correctly, you must be sure to check the key of symbols for each particular map.

A good atlas also provides for every continent and country such information as food production, ethnic distribution, languages, health, industries, etc. Before you use an atlas, it is best to read some of the introductory material.

Index

The index in an atlas, just as in other nonfiction books, is vitally important. Its purpose is to help you locate all places on maps. Generally, it includes all place names in one alphabetical list. Sometimes it may give the correct form and the pronunciation of many names. It tells you the page on which each place can be found and its exact location on the map.

The exact location of each place is indicated by a capital letter and number (H6, D9, F2, C6, etc.). In some atlases, the top and bottom of a map are marked with

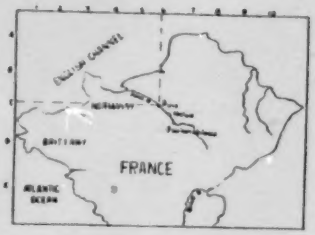
letters and the sides with numbers so you merely trace the imaginary lines C and 6 to the place where they intersect to find Paris, France, for example.

The index may have figures below place names that give population. Sometimes entries are printed in italics to indicate natural features such as lakes, rivers, islands, etc. In some indexes, the latitude and longitude of a place name is given.

Example:

Paris, France

Lat.	Long.	Map:	Ref.
48.52N	2.20E	69	C6



Some Atlases in Our Library

You should become familiar with and learn to use the following atlases:

Encyclopedia Britannica World Atlas has a general index which includes names of cities and towns with population figures. A special feature of this atlas is the inclusion of the statistics of the countries of the world in tables or "Geographical Summaries".

Hammond Medallion World Atlas presents area and state information on adjacent pages with topographical and research maps for each section. There are inset maps of major U.S. cities. Zip code numbers are given for cities, towns, and villages. Flags are displayed in the foreign country section with information such as languages and religions listed. Included also are special sections of historical maps.

Times Atlas of the World (Comprehensive Edition) is outstanding for its coverage and accuracy. It has a useful section on the resources of the world, a glossary of geographical terms, and a table of geographical comparisons. The index contains the English and the foreign forms of place names.

World Book Atlas contains physical, political, and historical maps. It has individual maps for states of the United States. *World Book Atlas* does have a general index and a special feature is a time zone chart.

There are atlases also that show the world of the past. These are called historical atlases and are valuable for students of history. More will be said of these in Part II.

Gazetteers

A gazetteer is a book or part of an atlas listing alphabetically names of geographical places with pronunciation and information for each entry such as location, area, population, altitudes of mountains, and historical monuments. *Webster's Geographical Dictionary* is a useful reference of this type which you will learn to use in our library.

Biographical Sources

Many reference books in our library are devoted to the lives of people of the past and the present. Like the other reference books we have examined, those about people are sometimes sets or sometimes single volumes.

About People Past

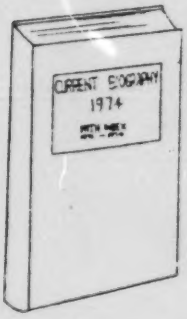
In *The Dictionary of American Biography* (20 volumes and 3 supplements) are included distinguished Americans who are no longer living from all areas of arts, sciences, politics, and industry. The biographies are somewhat longer than those in general encyclopedias and naturally many more are to be found here. The supplementary volumes keep the set up-to-date.

Who Was Who in America is a 5 volume set dealing with historical people but in very brief articles. The arrangement is alphabetical.

Two one volume dictionaries which have brief identifications of people both living and dead and of all nations are *Webster's Biographical Dictionary* and *Chamber's Biographical Dictionary*. These are helpful for quick reference and as guides to pronunciations of proper names.

About People Present

Concerned with outstanding personalities of our own time is *Current Biography*. Each annual volume is arranged alphabetically and contains a cumulated index to preceding volumes for ten-year periods. There is an index volume covering the period, 1940-1970. Biographies are also indexed by professions. The articles are informal biographical sketches, usually one or two pages in length, with a portrait and a list of references from which the information is taken.



Who's Who in America is a dictionary, published every other year, of notable living Americans. The entries are concise biographies giving addresses and, in the case of an author, lists of works.

About People in Special Fields

There are biographical dictionaries in almost all fields but of particular use to freshmen are some on authors and scientists.

Twentieth Century Authors and its First Supplement are outstanding sources. Each of the volumes in the entire authors series contains biographical information, critical evaluations of the total work of each author, lists of their published works, bibliographies, and photographs.

Other reference books in the series are:

American Authors 1600-1900
British Authors before 1800
British Authors of the Nineteenth Century
Junior Book of Authors
More Junior Authors
The Third Book of Junior Authors
World Authors: 1950-1970

Contemporary Authors is a series published to give an up-to-date source of biographical information on living authors in many fields from many countries who, for the most part, write in the English language. Sketches include personal facts, career, writing, works in progress, sidelights, and biographical sources. Cumulative indexes on colored pages lead you to the proper volume.

For brief biographies of scientists of all periods from ancient Greece to the space age, *Asimov's Biographical Encyclopedia of Science and Technology* is helpful. One must use the index, however, to find both names and subjects because the sketches are arranged chronologically.

General Literary Sources

Literary reference sources are especially interesting and useful. They are filled with information which you may need to explain an allusion (or reference) you have read or heard, to identify a phrase which sounds like a quotation, or sometimes merely to settle an argument with a friend.

For Allusions

Some sources explain allusions in literature, poetry, or everyday conversation. If someone calls you a "Sherlock Holmes", you may recognize and understand the allusion instantly if you have read some of Conan Doyle's detective fiction. If you have not, you can identify the character quickly in a book like Benet's *The Reader's Encyclopedia.*

Such a book is filled with brief articles on writers, scientists, philosophers, etc. of all nations and all periods; it explains allusions to characters in literature and mythology and literary terms; it describes briefly plots of stories and plays, musical compositions, and works of art.

For Quotations

Books of quotations are used mainly for two reasons. If you are preparing a speech or writing an essay, you may wish to find a well-phrased statement or a bit of verse which may apply to your topic or reinforce your idea. For this purpose, you will use a quotation book arranged by subject.

One of this type to be found in our library is Stevenson's *Home Book of Quotations*. The quotations are grouped by subject with subtopics so that all quotes about love, friendship, life, or whatever your subject are together. To see an example of grouping with a large subject and its sub-headings, suppose you are looking for a quote on superstition.

Example:

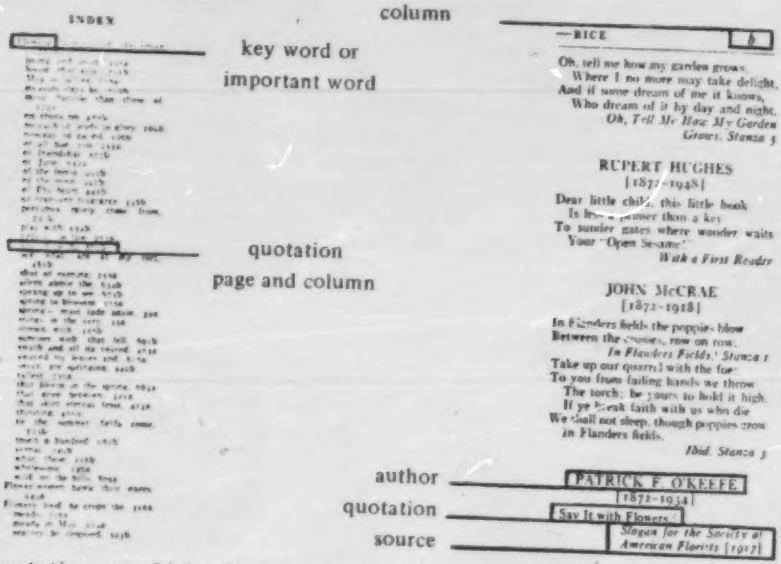
Superstition

I Superstition: Definitions
II Superstition: Its Folly
III Superstition and Religion
IV Superstition: Omens

If you select "Superstition is the religion of feeble minds", you find under it the source, *Reflections on the Revolution in France* and the author, Edmund Burke.

On the other hand, if you wish to identify a verse or phrase to see who said it, where or when, you will use a book of quotations which has a key word index, a key word being an important or leading word in a quotation. Stevenson's *Home Book of Quotations* has such an index, as does Bartlett's *Familiar Quotations.*

Bartlett's is a collection of quotations and proverbs arranged by authors chronologically. To facilitate finding a quotation, you must use the key word index. If, for example, you wanted to locate the expression "Say it with flowers", you would check the important word "flowers" in the index.

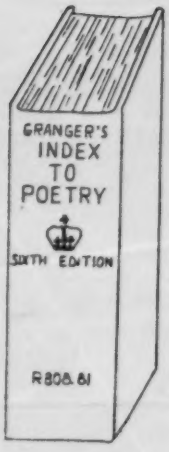

INDEX
key word or
important word
quotation
page and column
column
—RICE
Oh, tell me how my garden grows.
Where I no more may take delight,
And if some dream of me it knows,
Who dream of it by day and night.
Oh, Tell Me How My Garden
Grows. Stanza 5
RUPERT HUGHES
[1872–1948]
Dear little child, this little book
Is ... sweeter than a key
To sunder gates where wonder waits
Your "Open Sesame".
With a First Reader
JOHN McCRAE
[1872–1918]
In Flanders fields the poppies blow
Between the crosses, row on row.
'In Flanders Fields.' Stanza 1
Take up our quarrel with the foe:
To you from failing hands we throw
The torch; be yours to hold it high.
If ye break faith with us who die
We shall not sleep, though poppies grow
In Flanders fields.
Ibid. Stanza 3
author
quotation
source
PATRICK F. O'KEEFE
[1872–1934]
Say It with Flowers
Slogan for the Society of
American Florists [1917]

The quotation would be found on p. 860 in the b (or right hand) column. There you would learn that the quotation became a slogan for the Society of American Florists in 1917. Patrick F. O'Keefe was the author.

Occasionally you wish to locate not only a quotation but an entire short work. Reference books that enable you to find poems, plays, or short stories that are published in anthologies are called **literary indexes.**

Some of these indexes are difficult to use because 1) the books and anthologies are indicated by many letter symbols and 2) your library may not own very many of the books suggested in the index.

However, since these indexes are such valuable reference sources we will introduce *Granger's Index to Poetry* in this unit as an example.



Granger's has three approaches: one by author (where you will find under the author's name a useful alphabetical list of his poems), another by subject, and last, one by title and/or first line. The title index is the main entry, the one that will lead you to the poetry collection that contains the poem.

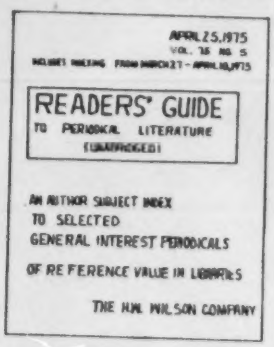
If you were looking for a poem by Ogden Nash you would use the author index, select a title, and refer to the title index. But, if you were looking for a poem on ghosts, you would start with the subject index. From the listing under "Ghosts", you might choose "The Ghost that Jim Saw" by Harte. Next, you would turn to the title and first line index. The entry would look like this:

Ghost That Jim Saw, The. Bret Hart. PoMS:ShM

The PoMS and ShM are symbols for the collections of poetry in which you will find your selection. In checking the Key to Symbols at the beginning of the book, you will notice that we have the collection ShM (standing for *Shrieks at Midnight*) because the call number 821.08 has been written in the margin indicating that we
B848sm
have the collection. With the call number, then, you can go directly to the shelf instead of using the card catalog. In checking the title index of *Shrieks at Midnight*, you find that your poem appears on page 6.

PERIODICALS AND *READERS' GUIDE TO PERIODICAL LITERATURE*

Periodicals as sources of current information are indispensable to you for research on contemporary subjects. The material in magazines present a wide variety of the latest, most up-to-date information in brief and readable articles. The problem of finding information on any subject in the vast number of periodicals published is solved by the use of the *Readers' Guide to Periodical Literature.*

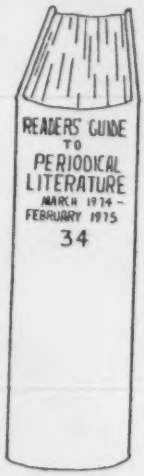

APRIL 25, 1975

READERS' GUIDE
TO PERIODICAL LITERATURE

AN AUTHOR SUBJECT INDEX
TO SELECTED
GENERAL INTEREST PERIODICALS
OF REFERENCE VALUE IN LIBRARIES

THE H.W. WILSON COMPANY

The *Readers' Guide* is a series of volumes that indexes articles in over 150 selected American magazines of reference value. The indexes are published in pamphlet form semimonthly from September to June and monthly in July and August. These paper covered semimonthly issues are cumulated into larger issues after several months. This method of cumulation continues to the end of the year, when an annual hardbound volume is published.



Entries in RG are made by author, subject and, in the case of magazine stories, by title. The subject listings are used most frequently to find information.

Subject subdivisions under large main topics are indicated by centered headings in black type. The arrangement of entries under the subject is alphabetized by title rather than author because much of the magazine material is unsigned.

To save space many words and magazine titles are abbreviated. The key to abbreviations is located near the front of each volume. The arrangement of information under each entry follows the same general order: Title, author (if article is signed), illustrations (if any), name of magazine, volume, pages, month, day, and year.

To help you to understand the *Readers' Guide*, your classroom teacher will use the pamphlet published by the H. W. Wilson Company called "How to Use the Readers' Guide to Periodical Literature". This pamphlet offers explanatory information and sample pages to study.

The column excerpt from RG with the explanations should help you to learn how to read and understand the entries.

HAPPENINGS (art)
Avant garde festival: and now, Shea stadium. F. Frank. il por Art in Am 62:102-6 N '74
Beuys: art encagé. E. Deak and W. Robinson. il pors Art in Am 62:76-9 N '74

HAPPINESS
Happiness as educational equanity. A. S. McCord. Society 12:65-71 N '74
One sure way to happiness: excerpt from Love, hate, fear, anger and the other lively emotions; reprint. J. Callwood. Read Digest 105:137-40 O '74
See also
Pleasure

HAPPY (story). See Strozier, R. M.

HAPTENS
Specificity of antibodies: primary structural basis of hapten binding. J. J. Cebra and others. bibl il Science 186:263-5 O 18 '74

HARAS, Nadine V.
Calendar. il Motor B & S 134:10 S; 8 N; 22 D '74; 135:12 Ja '75
(ed) Waterfront. il Motor B & S 134:32-3+ D '74; 135:52+ Ja '75

HARDEMAN, Tyler
History in towns. il Antiques 107:130-4 Ja '75

HARDEN, Jon
Publishers can use market research to sell more books. Pub W 206:33-4 D 2 '74

HARDESTY, Charles Howard, 1922-
Missionary. il pors Forbes 113:30 Je 15 '74 •

HARDESTY, John
Economic implications of environmental crisis. Society 12:13-14+ N '74

HARDHEAD; story. See Roshorough, M. F.

HARDIN, Garrett
Abortion vs. the right to life: the evil of mandatory motherhood; excerpt from Mandatory motherhood: the true meaning of right to life. il pors Psychol Today 8:43-5+ bibl p 158) N '74
Living on a lifeboat. bibl il BioScience 24: 561-8 O '74; Same abr. with title Lifeboat ethics: the case against helping the poor. Psychol Today 8:38+ S '74
about
Triage: who shall be fed? Who shall starve? W. Greene. il N Y Times Mag p9-11 Ja 5 '75 •

HARDIN, Paul, 1931-
Healing the wounds at SMU. J. C. Evans. Chr Cent 91:1013-15 O 30 '74 •

HARDIN, Wayne
When playing Temple pray. R. Kennedy. il Sports Illus 41:74-5 O 28 '74

HARDING, Dorothea
10 ways to trim the hassle of gift buying. House B 116:10+ D '74

HARDISON, O. B. Jr
Marina: poem. Esquire 83:160 Ja '75

HARDWARE
See also
Bolts and nuts
Drawer pulls

HARDY, Thomas
Reconsideration. C. Short. New Repub 171: 47-50 N 23 '74 •

HARE, Denise
Film. Craft Horiz 34:10+ F; 8+ Je; 18+ O; 12-13 D '74

HARE lip. See Harelip

HAREL, Isser
Israeli in charge of Eichmann capture tells his story for Viking/Bantam. M. S. Neely. por Pub W 206:25 N 18 '74 •

HARELIP
Two facial handicaps that can be conquered. D. A. Schanche. il Todays Health 52:52-5 N '74

HARK, Mildred, and McQueen, Noel
Merry Christmas, Crawfords! drama; reprint from December 1956 issue. Plays 34: 10-23 D '74

HARMETZ, Aljean
Medical breakthrough: curing a deadly defect before the baby is born. il Todays Health 52:14-17+ D '74

HARMON, Ginger
Potpourri of California publishers. il Pub W 206:27-30 D 9 '74

HARMS, Rheinhart W.
Great snowstorm of February 1973 over Georgia. bibl il Weatherwise 27:192-8 O '74

HARNISHFEGER, Lloyd
Sand casting with an archaic touch. il Sch Arts 74:12-14 O '74

HARPER, Valerie
Rhoda is so like M. Seligson. il por NY Times Mag p34-5+ O 20 '74 •
Rhoda alone, married. R. Davidson. il pors Time 104:58-60+ O 28 '74 •
Rhoda and Mary—love and laughs. il pors
Valerie Harper can Rhoda make it without Mary? M. Johnston. por Redbook 143:75+ O '74

Subject entry

Title of magazine story (Complete entry under the author's name)

Volume number

Author entry

Portrait

Article about an author

Date of magazine

"See also" reference

"See" reference

Page reference

Illustration

Name of magazine

Title of article

Author of article

You must keep in mind when using the *Readers' Guide* that most school libraries do not subscribe to all the magazines listed. Nor can they store the back issues for a great length of time. However, our library has a microfilm collection of back issues of several general interest magazines.

You will find a list of magazines available in our library posted on the reference table near the *Readers' Guide.* Most are kept on file for six years. The list can also be found in Appendix V of this handbook.

Education Index is an essential reference work in education but since it indexes articles, book reviews, and some poems in 230 American educational periodicals it should be mentioned here with *Readers' Guide.* Entries in *Education Index* are arranged by subject only.

Our library, like every library, has an established procedure for the use of back issues of magazines. After you locate your subject in the *Readers' Guide,* select three interesting entries. Write the following information on the slips of paper provided for you and present them at the periodical desk:

1) Names of magazines (check our list first to see if the library has them)
2) Dates of magazines
3) Pages where the article can be found

The reason for selecting at least three magazines concerning your subject is that frequently the same magazine may already be in use, or in some cases, may be lost.

Magazines are signed out for loan on pink cards for twenty-four hours with renewal privilege.

NONBOOK MATERIALS

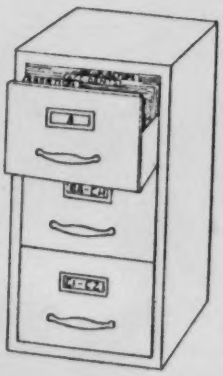
Besides books and magazines every school library has a wealth of educational and reference materials such as filmstrips, tapes, slides, recordings, cassettes, clippings, pictures, pamphlets, and microfilm which is organized for circulation to users. This material may or may not be indexed in the card catalog, but it will be arranged for accessibility to you.

Vertical File

One valuable source of information on a new and specific subject – too new and too specific to warrant a book about it – is the pamphlet.

Pamphlets are paperbound booklets each on a single subject complete in itself. They often contain charts, diagrams, and statistics. They are inexpensive; some are free. They are published by government agencies, welfare organizations, political groups, national foundations, educational institutions, historical societies, and the like.

In our library we keep pamphlets, leaflets, interesting and unusual clippings, book lists, individual maps, and like items in an information file or vertical file. They are put into clearly labeled folders which are arranged alphabetically by subject in steel cabinets. Drawer labels help locate the subject quickly. The index (or master list) of subjects is located in a card file in the library office.



A few topics for which you would check in the vertical file might deal with current controversial questions, teenage problems, race and other social problems, foreign affairs, health and medicine, etc. In other words, you look for contemporary issues on which information is not yet available in other sources. This material is checked out at the main desk for twenty-four hours with privilege of renewal.

Microfilm

Another nonbook source of information which you will find useful is the microfilm collection. We have several magazines and newspapers reproduced on rolls of microfilm. The printed text is reduced in size many times so that the information can be stored in a small space.

Microfilm is read on a special machine called a microreader. The roll of film is inserted in the reader where the image is enlarged almost to original size. The turning of pages is accomplished by turning a crank on the side of the machine. Extremely useful for research are the years of historical microfilm we have of *The New York Times* and for local interest *The Rochelle News Leader* since it has been published.

Audiovisual

Audiovisual aids or materials help us to learn by looking and listening. They take many forms – slides, filmstrips, transparencies, cassettes, recordings, etc.

In our library AV materials are cataloged and the cards are filed in the card catalog. You will find the subject cards most helpful when you are looking for nonprint materials. The classification numbers assigned to these materials are the same as those assigned to our books on the same subjects. However, since we do not interfile nonprint with print materials you will notice a symbol (as discussed under call number) typed above the Dewey number. There is no cutter number. Our materials are arranged within the form by classification number and title.

FINDING INFORMATION: A REVIEW

Finding information is the first part of any research project – thus the purpose of Part I of this handbook:

> to provide you with clues and guidelines for achieving success in locating materials skillfully.

In addition, the handbook has included a few suggestions to aid you in selecting (from all the availabie sources) the materials that you will actually want to use.

The organizing of your information is not covered. Your classroom teacher will help organize and produce the final form of your report, speech, or research paper.

Let us review, then, the steps you will take in finding information on a topic of your choice. For our purpose we shall assume you have selected "Oldtime Radio".

Step 1: Use the card catalog.
To locate books and audiovisual materials about oldtime radio, look in the *Pro-Riz* drawer of the catalog and locate subject cards for RADIO, RADIO – BROADCASTING, RADIO – HISTORY, RADIO PROGRAMS, etc. (Do you recall that in this library the subject is printed or typed in capital letters and underlined in red?)

The following titles are examples of books you may find listed:
Broadcasting in America
Who Really Invented Radio?
The Great Radio Heroes
The Big Broadcast, 1920-1950
The Soaps

Some filmstrips and recordings that may be useful are:
The Restless Years 1919-1929
The 20's and 30's

Some cassettes available are:
Great Moments in Radio
Treasury of Golden Memories of Radio
War of the Worlds

Step 2: Locate the materials in the library.
Copy the call numbers and the titles as they appear on the subject cards. Locate the books on the shelves. Choose the ones that appear to be interesting and useful by glancing through the table of contents. Check those out that you wish to examine further. Also make arrangements with the librarian to view the filmstrips and to listen to the records or cassettes.

Step 3: Use the *Readers' Guide to Periodical Literature.*
For articles on Radio or Radio Programs, look for the subject in several of the most recent *Readers' Guides.* Copy a number of the entries that you think will contain the information you need. Ask for the magazines at the periodical desk.

Some articles that appear useful are entitled:
"Tune in Yesterday"
"Rip Van Ranger"
"Renaissance of Radio"
"Radio: the Coliseum of Nostalgia"

Look over the articles quickly, check out the magazines you want and add them to your acquired materials.

Step 4: Refer to an encyclopedia and/or any other reference book relevant to your topic.

The article on Radio or Radio Broadcasting in an encyclopedia will give you a clear, concise overview of your topic. Not only will you find many facts, but you will find guidelines to be used later in organizing your material.

Notice especially the main headings and subheadings that relate to your topic. Take careful notes since most encyclopedias and reference books must be used in the library. (Do you recall the meaning of the symbol R in call numbers?)

Note: If you don't have time to take down all the information you need, why not copy the article from a reference book or encyclopedia so that you can study at home? With the copy machine in the library you can take a picture of any printed material you wish. The fee is ten cents per page.

Step 5: Use maps and atlases.
If the treatment of your topic calls for their use, be sure to include the information. (Do you recall the types of information that you can find in an atlas?)

Step 6: Check the vertical file materials.
There may be a current article, even pictures, clippings, charts, etc. that will illustrate or provide statistics for your topic. (Do you recall that the folders in the file are arranged alphabetically by subject?) If you don't find Radio, try Mass Media.

If you have followed the steps above, it is almost a certainty that you have found the facts that you will need for your report on "Oldtime Radio".

PART TWO

ADVANCED REFERENCE SOURCES

The chapters that follow discuss briefly the most useful reference sources in various subject areas. Those included are typical and curriculum oriented, but the selection is by no means exhaustive.

Usually a major reference work with its bibliographical data and a brief annotation opens the commentary in each subject area. The arrangement of suggested sources in each chapter is not uniform since different subject areas give rise to different types of reference and different organization of subject content.

It is our intent that this section of the handbook will be a guide to you when you are seeking information for your speeches, research papers, and projects and that you will become familiar with the suggested books and find for yourself other books equally as useful in your search for information.

Also, it is our intent that Part II will be a help to your classroom teachers that they may be aware of the range of various subject materials in our high school library collection.

Art

McGraw-Hill Dictionary of Art. Ed. by Bernard S. Myers. New York: McGraw-Hill, 1969. 5 vols.

This encyclopedia set covers all areas of architecture, painting, sculpture, and the decorative and graphic arts. A major portion is given over to biographies of artists from all periods and all countries. Other useful features are the treatment of great cities and museums of the world and the thousands of definitions that are included.

Some useful one-volume general works include *The Oxford Companion to Art, Britannica Encyclopedia of American Art, Murray's Dictionary of Art and Artists,* and Janson's *History of Art,* which is a superior survey of western fine arts from prehistoric man to the present.

You will find some works in specific areas too. For example, Fletcher's *A History of Architecture,* Cheney's *Sculpture of the World,* Canaday's *Lives of the Painters,* and *The Horizon Book of Great Cathedrals* are some of the titles.

There are several works to consult for art research projects which contain many reproductions. To name one or two, *Art Masterpieces of the World* and *Impressionism* will be helpful. Even more so, however, are *The Time-Life Library of Art* series and *The Panorama of World Art* series. Both are well illustrated and very readable.

American Artist is an attractive magazine that treats art in all its forms. *Horizon Magazine* too has much visual appeal, and its subject matter includes not only art but all of the humanities for your cultural enrichment.

Music

Grove's Dictionary of Music and Musicians. 5th ed. Ed. by Eric Blom. New York: St. Martin's Press, 1954. 9 vols. and suppl., 1961.

Though called a dictionary, this set is actually an encyclopedia. You will find comprehensive treatment of every aspect of music – history, terms, theory, musicians, instruments, songs, operas, symphonies, etc.

A quick general reference work to consult is *The Concise Oxford Companion to Music.* If you are looking for biographical information, try *Great Composers, 1300-1900* or *Composers Since 1900.* For information on diverse interests in music, go to the section where DC 780's are shelved and you will find such titles as *The World of Soul, Complete Stories of the Great Operas, The Complete Book of Classical Music,* and *Broadway's Greatest Musicals.*

High Fidelity/Musical America is a popular magazine for those who enjoy reading current articles and record reviews. *Down Beat* and *Music Journal* contain both articles and reviews; *Down Beat,* of course, appeals to the jazz, blues, or rock fan.

United States History

The Annals of America. Encyclopedia Britannica, 1968. 21 vols.

> This set of important source material offers a detailed study of American history. It contains numerous official documents and the writings of various leaders in all fields and aspects in the growth of America from 1492-1968. The Conspectus provides a subject index of outstanding issues that can be traced throughout the development of American history.

For further source material you may consult the four volumes of *American History Told by Contemporaries* which contains selections from diaries and letters and contemporary narratives. *The American Primer, The Heritage of America,* and Commager's *Documents of American History* all offer documents, essays, speeches, and eye-witness accounts of historical scenes which trace our history from Columbus to present.

For quick summaries of historical trends and events of America, *The Dictionary of American History* is authoritative and useful. This six-volume set consists of articles dealing with all aspects of American history except biography. It is especially helpful in that popular names and catchwords are included. Hofstadter's two-volume basic history *The American Republic* is a very readable and accurate chronology.

Also of value are the one-volume encyclopedias which provide clear, concise information. Among these are *The Oxford Companion to American History, The Encyclopedia of American History,* and *The Encyclopedia of American Facts and Dates.* The latter two have a chronological arrangement of material. Therefore, the use of the index is essential.

The American Heritage Magazine with its excellent illustrations and interesting articles covers many sidelights of history. It is not only indexed in the *Reader's Guide* but also has a useful, detailed index of its own.

Note: Differing from works that present an overall survey of history are those books that deal with specific eras and trends in American life. For example, such area studies as the Revolutionary War, Civil War, Reconstruction, Westward Expansion, World War I and II, Presidents, Depression, and the later Twentieth Century conflicts are available to answer specific historical questions. It is advisable to use the card catalog referring to U.S. – History, which is arranged chronologically for your convenience. Refer to Appendix I for the breakdown of the DC 973.

New York Times Index, 1851 -

This is an extensive index summarizing and classifying news items in *The New*

York Times, by giving exact reference to date, page, and column. The brief synopsis of major news articles can answer some questions without referring to the newspaper or the microfilm. The index can also serve as a guide to establish dates of reported current happenings which can be researched in other sources as well.

Our library has available the indexes and microfilm from 1966 to present. Also available are historical microfilm of the Civil War (1860-1865); pre-World War I (1914); and events leading to the Depression (1932). There are plans for additional coverage of significant years in the development of our country.

World History

Durant, William, *The Story of Civilization.* New York: Simon and Schuster, 1935-67. 10 vols.

This standard set presents an in-depth study of the civilizations of the past written in popular style for the general reader. The volumes cover the beginnings of history and end with the French Revolution.

Equally interesting is an old authoritative twelve-volume set, *New Larned History for Ready Reference, Reading and Research.* It uses the actual words of the world's best historians, biographers, and specialists on all subjects of universal history.

Useful one-volume sources in our library include *An Encyclopedia of World History* which gives a survey of early civilization to 1964; *Larousse Encyclopedia of Modern History*, which is illustrated coverage from 1500 to present day; and *Harper Encyclopedia of the Modern World* which offers ready reference and browsing pleasure in its coverage from 1760 to present.

Note: Few books of world history present a single continuous survey of civilization. Therefore, history studies are divided into periods of time (Ancient, Middle Ages, and Modern) or into geographical areas (Eastern or Western Civilizations and Major Countries). It will be necessary to use the card catalog subject headings of individual countries or headings such as Civilization, Ancient to locate your area of study.

Historical Atlases

History can also be displayed in maps which allow a clearer understanding of the changes during the passing years. Shepherds' *Historical Atlas* covers the world from 1450 B.C. to present. The use of *The Atlas of American History* and *American Heritage Pictorial Atlas of United States History* are an excellent way to visualize the history of America.

Geography

Worldmark Encyclopedia of the Nations. New York: Harper, 1960. 5 vols.

> This authoritative reference contains up-to-date factual information on the economic, political, geographic, and historic aspects of all countries, including the emergent nations.

Similar in treatment to *Worldmark* is a one-volume work entitled *Larousse Encyclopedia of World Geography.*

The *Life World Library* series is an informative, well-illustrated set giving highlights of the history, culture, economics, social life and customs of major countries.

A similar set dealing with the United States is the *Time-Life Library of America.* It groups states by their geographical location using such titles as *The Mountain States* or *The Plains States.* Besides information of background, it covers suggested tours, museums, and special local events of interest.

LANGUAGE, RHETORIC, AND SPEECH

Language

Oxford Universal English Dictionary on Historical Principles. Rev. ed. C. T. Onions. New York: Oxford, 1937. 10 vols.

> This ten-volume work, an abridgement of the famous *Oxford English Dictionary* is used for historical and etymological purposes. You can learn the derivation of a word, when and how it came into the language, the changes in its meaning, which uses have become obsolete, and which still survive. If you need to know the meaning of a word in Shakespeare's time, this is the dictionary to consult.

In contrast, a less scholarly but extremely popular approach to the origin of everyday words and phrases is Morris' *Dictionary of Word and Phrase Origins.* The familiar style will attract you so that you will read much more than your language research project may call for. Where else would you learn that Attila the Hun died on his honeymoon and why?

If you need the history of a word originating in America try Mathew's *Dictionary of Americanisms.* For slang synonyms of standard words and for definitions of slang expressions you may come across, consult either Berrey's *American Thesaurus of Slang* or Wentworth's *Dictionary of American Slang.* In the latter is a discussion of what slang is, why and how it is created, and how the choice of words reveals one's character.

A good place to check the usage or grammatical correctness of a word or phrase is Follett's *Modern American Usage* and Evans' *A Dictionary of Contemporary American Usage;* both are reliable references on current English in the United States.

You may be required to research topics on the development of language, linguistics, and semantics. You will find numerous titles to help you in DC 400-420. You will note such titles as Mencken's *The American Language,* Ogden's *The Meaning of Meaning,* Hayakawa's *Language and Thought in Action,* and *The Barnhart Dictionary of New English Since 1963. Modern English,* a glossary of literature and language, should not be overlooked for quick reference.

A type of special dictionary other than that of synonyms which we have discussed in Part I is, for example, Wood's *Unabridged Rhyming Dictionary.* Other examples are *Webster's Dictionary of Proper Names* and *The Hawthorn Dictionary of Pseudonyms.*

There are other special dictionaries which supply information that may or may not be found in a general dictionary e.g. DeSola's *Abbreviations Dictionary* and *Rybicki's Abbreviations: A Reverse Guide.* Both have made efforts to include all "standard and generally accepted" abbreviations.

Closely allied are two very useful reference books, *Signs and Symbols Around the World* and *Symbol Sourcebook,* the latter uniquely organized but still convenient because of its detailed index in English only.

Rhetoric

Nickles, Harry G., *A Dictionary of Do's and Don'ts.* New York: McGraw, 1974.

> Here is an example of a quick and useful reference for those writers and speakers "who care about saying what they mean and meaning what they say".

Other examples of guides are Flesch's *How to Be Brief* and the old standard, Hook's *Guide to Good Writing.* For form in documenting research papers, try, among others, Turabian's *Manual for Writers of Term Papers.*

To assist writing talent "to help itself", there are a number of titles in our library which are concerned with authorship and editorial techniques. You will find several like *The Process of Creative Writing* and *The Writers' Handbook,* both of which deal with the theory and the various forms of creative writing together with illustrative readings.

There are also titles on individual forms to which you may refer for theory, models, experiences, and suggestions of other writers – *Writing the Magazine Article, The Writing of Modern Fiction, The Writing of Novels, The Art of*

Persuasion, and *Writing Light Verse and Prose Humor*. Any of these and others that are available may be just the right "how to" book for you.

If you are interested in publishing, *A Manual of Style* is helpful in preparing a manuscript. *The Writer's Market* contains names, addresses, rates of payment, and editorial requirements of publishing firms that buy the works of free lance writers.

The Writer, a slim monthly periodical, includes every kind of advice and direction to the student who wants to write.

Speech

Simmons, S. H., *New Speakers Handbook*. New York: Dial, 1972.

> The alternate title of this book, "How to Be the Life of the Podium" indicates its purpose. When you are preparing a talk or speech you will find not only practical advice in organizing your material but also a choice of material to help you approach your subject, enliven it along the way, and "get off while the getting is good".

In our library we have many collections that will be useful for anecdotes, jokes, openers, etc. that you may wish to use. Copeland's *10,000 Jokes, Toasts, and Stories* and *The Reader's Digest Treasury of American Humor* are but two of many.

For the more formal or serious address, collections of speeches made by eminent men and women afford the student good examples of study. *Representative American Speeches* is an annual compilation of such material.

Equally useful for study is *Vital Speeches of the Day*, a bimonthly periodical devoted to a selection of speeches insofar as possible covering both sides of public issues.

For research in the area of speech and voice disorders, go to DC 616.855 to find general treatment of speech pathology or speech correction and specific treatment of individual disorders such as stammering and stuttering.

LITERATURE (except DRAMA)

There are probably more reference books for the study of literature than for any other subject field. However, in Part I we have discussed biographical sources, some general sources to locate allusions such as *The Reader's Encyclopedia*, and two out of many books of quotations which give their origin and correct version, plus the literary indexes to poetry (See *Granger's*), to plays and to short stories which enable you to locate literary selections that have been published in collections or anthologies.

In Part II we shall discuss additional types of references in both world literature and American literature that you may need to use for assignments in English classes. All are common titles in high school library collections and you will find them classified in the DC 800's either in Reference or on the shelf. There also will you find the literature itself which you will use for supplementary reading in your classwork assignments.

Literature Handbooks

These are ready reference books which are good for quick identifications and checking on facts. They will answer most questions you have about authors, literary history, works of literature, kinds of literature, literary terms, and literary awards.

Some of the most famous handbooks about literature in our library are:

Oxford Companion to American Literature, limited to American authors; also Hertzberg's *Reader's Encyclopedia of American Literature; Oxford Companion to English Literature* and *New Century Handbook of English Literature*, both of which give broad coverage of English authors; *Oxford Companion to French Literature;* Thrall's *A Handbook to Literature* which is a guide to American and English authors, their works, literary movements and terms used in the study of literature; and Shipleys' *Dictionary of World Literary Terms*, which is similar to Thrall but covers world literature.

History and Criticism, American

Spiller, Robert E. et al. *Literary History of the United States.* Third ed. rev. New York: Macmillan, 1963. 2 vols. Bibliography Supplement II, 1972.

Volume One is considered the standard modern history of American literature. For understanding of an era or trend you will need to read a chapter or section in its entirety. However, you may also use Volume One for quick consultation.

Volume Two is a 1,000 page bibliography divided into two parts: works published through 1946 and works published through 1957. Bibliography Supplement II covers the years 1958-1970.

The "Individual Authors" section of these volumes contains bibliographical essays which provide valuable critical comments on the authors' works. The bibliography volumes are organized to develop the treatment of the history volume.

For critical estimates of nearly 100 American writers, the *University of Minnesota American Writers Series* will be helpful to you despite the fact that each booklet is not indexed. This series because of its size is located together in a low VF and is so marked on the subject card in the card catalog.

History and Criticism, World

Daiches, David, *A Critical History of English Literature.* New York: Ronald, 1970. 2 vols.

Coverage is from Anglo-Saxon times to the present. The literature of each period is related to the historical background. Stress is placed on the important works of major authors.

For information on other European, classical, Oriental, and African literatures, consult *The Penguin Companion to World Literature,* a four-volume set.

History and Criticism, Contemporary

Encyclopedia of World Literature. Ed. Wolfgang Bernard Fleischmann, New York: Ungar, 1971. 3 vols.

This set covers all literary topics; the articles on the authors include biographical data, thematic and stylistic analyses, a bibliography, and excerpts from critical commentaries.

For quick reference, two titles that are helpful are Funk and Wagnall's *Guide to Modern World Literature* and Grigson's *Concise Encyclopedia of Modern World Literature. Twentieth Century Writing* is still another.

A new set from Gale Research called *Contemporary Literary Criticism* (CLC) will be the most useful for critical and evaluative information as more volumes are published. To date, there are four.

Selections of authors evaluated in CLC are those either living now or who have died since January 1, 1960. The critical passages are taken from criticisms that have been written any time during the past twenty-five years but are currently relevant to the evaluation of the writer under discussion. The set is already filling the need for literary criticism that is so scant in high school collections.

In addition, there are any number of books of criticism that may cover one author or a few. Examples are *Seven Modern American Novelists, Seven Modern American Poets, The Pulitzer Prize Novels,* and *Who are the Major American Writers?*

Minority writers are well represented in several anthologies. You will find, for example, collections of Black poetry, Chicano literature, and literature of the American Indian.

Book Reviews

A good source for finding reviews, either favorable or unfavorable, of a work of fiction or non-fiction is the *Book Review Digest.* This digest gives short quotations from selected reviews of books for the general reader from about 75 popular periodicals. Full bibliographical information is given for each excerpt so that you may refer to the full review.

Reader's Guide directs you to many literary works and to literary criticism. Knowing how to find these entries quickly will be valuable to you in your English courses. Briefly, this is the way RG lists each one:

1. **Short Stories.** Stories are listed in RG under both the author's name and the title with full information under the author.

2. **Poems.** Poems are listed in RG only under the author so you must know a poet's name before you can locate any of his poems.

3. **Musical Plays.** The main heading is Musical comedies, revues, etc. with a division heading: Criticism, plots, etc. and a subdivision heading: Single works.

4. **Stage Plays.** Reviews of stage plays are listed under Dramas with the same division (Criticism, plots, etc.) and subdivision (Single works) as musical plays. You are referred here to "See name of author for full entry".

One way for you to keep up with reviews of best sellers and new books is to look at the book sections in many of our news magazines as well as in the literary magazines such as *Atlantic, Harpers, Saturday Review,* and *Senior Scholastic.*

DRAMA AND SHAKESPEARE

McGraw-Hill Encyclopedia of World Drama; an International Reference Work in Four Volumes. New York: McGraw, 1972. 4 vols.

Some articles are discussions of terms related to drama, but the bulk of this work is devoted to articles on individual dramatists. The articles on each major dramatist provide critical evaluation as well as biography, synopses of several plays, and a comprehensive list of all his works.

History and Criticism

History of the drama can be found in several informative books. Freedley's *History of the Theater* is an up-to-date readable account of the history of world theater from pre-Greek days to modern American times. It treats each form, type and artistic movement.

Masters of the Drama and *The Reader's Encyclopedia of World Drama* treat drama as literature as does Crowell's *Handbook of Contemporary Drama* which is a convenient guide to developments in the drama in Europe and the Americas since World War II. There is critical appraisal of both plays and playwrights included in this source.

The Oxford Companion to the Theatre is excellent for information about the stage, "popular" theater, and the non-literary aspects of drama. Taubman's *History of the American Theatre* recounts the highlights of everything that has happened in it for more than two centuries. *On Stage* is another history, but of world theater.

A large collection that the drama student will find helpful are shelved in DC 792. There are books dealing with most aspects of the theater – acting, directing, production, lighting, even stage dialect.

Many sources are available on costume. You will find these in DC 391. *The Pictorial Encyclopedia of Costume* is especially good since it contains straightforward history in the first part; a detailed study of separate categories, each arranged chronologically for ease of reference, in the second part. There are over a thousand illustrations.

Plays and play collections abound in DC 800's. You can reach the play you are looking for by using the card catalog or the *Play Index* described in Part I.

Shakespeare

The Reader's Encyclopedia of Shakespeare. Ed. Oscar James Campbell. New York: Crowell, 1966.

> The intent of the editor of this comprehensive work was to "offer in a single volume all the essential information about every feature of Shakespeare's life and works." The entries identifying the significant characters in the plays, the critical and historical material, and the dramatic analyses make this one volume an invaluable reference on Shakespeare.

A similar, but much briefer, reference book is *The Concise Guide to Shakespeare.*

Especially helpful to the student when he is reading plays out of class are the *Prefaces to Shakespeare,* and other titles such as *Understanding Shakespeare, The Major Shakespearean Tragedies,* and *Shakespearean Comedy.*

All the books (except biographies) by or about Shakespeare can be found in DC 822.33. You will find information about Shakespeare, the man; his contemporaries; interpretations of his plays; and history of Elizabethan England. There are also the plays themselves – editions of his complete works, editions of individual plays, and volumes of the sonnets and other poems.

MASS MEDIA

General Communication

The means of communication (such as the newspapers, radio, moving pictures, and television) designed to reach very large numbers of people and tending to set the standards, ideals, and aims of these people are treated in several courses in which you may elect to enroll.

For the history and development of the media, the most comprehensive title you will find may be Tebbels' *The Media in America.* He attempts to synthesize the history of books, newspapers, magazines, and broadcasting and to project the major role all types of media have played in the making of this country. He also attempts to trace how the concept of a free press has triumphed and failed, been attacked and defended, and has survived as a linking thread between the past and the present. There are other general histories such as *The Great Glut* and *Mass Media and Communication;* there are titles on specific forms, as for example, *A Compact History of the Newspaper* and *The American Magazine.*

Books including the operation and control of media as well as its current problems and criticisms have titles such as *Who Controls the Mass Media?, The Mind Managers, Media* (an anaylsis), and *Introduction to Mass Communications,* the last containing an overview of the criticisms and challenges of broadcast media and the film. All of these books contain indexes so that you can find the information you wish quickly.

The best source to study the effects of media, especially television, is the series of reports to the Surgeon-General on *Television and Social Behavior.* There are separate titles too. An example is *The Early Window* which treats the effects of television on children and youth.

Libel and *News: A Consumer's Guide,* among others, are helpful when you are searching topics concerned with problems regarding information vs. privacy. The topic of censorship is discussed in many of the books suggested here as well as in more specific titles such as *Censorship: For and Against.*

Film Study

Film study stimulates the imagination about the world of film. If you wish to explore some of the many interesting possibilities, there is an abundance of material to help you choose a topic for your project. Materials cover history, criticism, appreciation, and production of films.

Since there are media people who feel that film is an art form which communicates ideas and emotions and which also influences our culture and our lives, film study, like literature, must involve the language of its form. Grammar, vocabulary, and composition of film are further possibilities for study.

Introductory material to study of the film and theories concerning it as an art form are discussed in *Mass Media and Mass Man, Exploring the Film, Film: the Creative Eye, Renaissance of the Film,* and *Film: Montage of Theories.*

Techniques of film production are treated in several books such as *Film: Space, Time, Light, and Sound* which contains an invaluable glossary of technical terms which you will use often for quick reference. *Four Aspects of the Film* covers the exciting aspects of color, widescreen, third dimension, sound, and avantgarde. *Movie Magic* is the story of special effects which includes both optical and mechanical effects.

Student filmmaking can be researched in a number of guides and handbooks. Examples are *How to Make Movies, Behind the Camera, Filmmaking for Beginners,* and *Film Making in the Schools;* they will provide useful ideas on equipment, techniques, and time-saving methods.

One method to help you develop critical standards for appreciation of the film is to study types or forms – their characteristics, development, and outstanding examples. Some helpful titles in this area include *Screen Experience, Warner Brothers Presents, Cameras West, A Pictorial History of Horror Movies,* and *Focus on the Science Fiction Film.*

Overlapping the study of types is, of course, the study of film history and development. Film history, although relatively short, includes a number of significant periods and trends.

To use an illustration, the period before 1920 marks the rise of the large studio, of the star system of formula pictures, and of advertising campaigns.

Each period has its own significance. Books on film history you will find in DC 791.43. Some outstanding and varied references are *The Film Till Now, Hollywood and the Great Fan Magazines, Yesterday's Clowns, Movies in America, The Stars,* and *Hollywood: the Golden Era* to name but a few.

One of the best reference books to date on film matters past and present is *The Filmgoer's Companion.* It is a concise guide with dictionary arrangement of proper names (authors, directors, titles of films, etc.).

PHILOSOPHY AND PSYCHOLOGY

Philosophy

Encyclopedia of Philosophy. New York: Macmillan, 1967. 8 vols. in 4.

> This clear and authoritative encyclopedia is the best on the subject in English. It supplies information on every aspect of philosophy from individuals to movements – past and present.

You will find history of philosophy in titles such as Durants' *The Story of Philosophy* and Thomas' *Understanding the Great Philosophers.* Both deal with the lives and achievements of the great philosophers and present their ideas and theories lucidly and briefly.

Thomas also has written the useful *Biographical Encyclopedia of Philosophy* which contains studies of more than four hundred philosophers ranging from Aristotle to Santayana.

Psychology

Goldenson, Robert M., *The Encyclopedia of Human Behavior.* Garden City, New York: Doubleday, 1970. 2 vols.

> This two-volume work presents essential information on all major phases of psychology, psychiatry, and mental health. It is authoritative, readable, and does contain a maximum amount of information on human behavior within its two-volume scope.

An almost definitive introduction to psychology can be found in *Psychology Today*, a comprehensive one-volume source on the "scientific study of behavior". The glossary is especially useful for quick reference.

Time-Life Books has a new *Human Behavior* series which is well-illustrated and is written in a popular style. When completed it should be a useful reference set in this subject area.

For quick reference, *Dictionary of Psychology* is useful for definitions of terms and for interesting case studies, *Encyclopedia of Psychological Problems* is excellent.

If you go to DC 150's, you can find many titles relating to adolescent, national, and applied psychology as well as to mental processes and personality.

Psychology Today is also the title of a monthly magazine which contains lively articles "about psychology, society, and the human condition" and several book reviews.

Parapsychology

Robbins, Rossell Hope. *The Encyclopedia of Witchcraft and Demonology*, New York: Crown, 1959.

This is perhaps one of the most scholarly and comprehensive references in this subject area.

All the titles in DC 133 are concerned with topics popular with students preparing speeches and reports. You will find a wide range of the occult to choose from – magic, witchcraft, ghosts, ESP, as well as astrology and palmistry.

RELIGION, MYTHOLOGY, AND FOLKLORE

Religion

Great Religions of Modern Man. New York: Braziller, 1962. 6 vols.

In this set, can be found historical, dogmatic, ritualistic, and textual information on the great world religions: Buddhism, Catholicism, Hinduism, Islam, Judaism, and Protestantism.

Some one-volume treatments of the world's great religions are more colorful and have more appeal. National Geographic's is the most recent; it is not only attractive but has excellent coverage.

There are several editions of the Bible available together with *The Bible Reader* which is an interfaith interpretation in the light of what portions of the Bible best contribute to an understanding of our history, our literature, and our culture. Strong's *Exhaustive Concordance of the Bible* is a useful aid to Bible study since a concordance is an alphabetical index of all the words in a text.

Handbook of the Denominations of the United States is a good place to find "a compact account of the history, doctrines, distinctive characteristics, organization, and present status" of a religious sect with which you are not familiar. There are brief articles on over 250 denominations in the United States.

Also limited to the United States is *A Religious History of the American People.* It traces the history of American religion from its origins in Europe, through its diversities in the past to its complexities in the 20th century.

Reader's Guide will send you to religious, controversial issues in *America, Christian Century,* and *Commonweal.*

Mythology

Mythology and folklore both deal with primitive beliefs and superstitions: mythology, in relation to gods and goddesses; folklore, in relation to humans. Myths were considered sacred and true, while folk tales and legends were told for amusement.

Larousse World Mythology. Ed. Pierre Grimal. New York: Hamlyn, 1965.

This is a volume of updated material on the myths, cults, and rites of every land from Sumer and Babylon to the islands of Oceania. Since it interprets mythologies of every religion of the world, it is useful both for reference and reading enrichment.

Another comprehensive and illustrated overview of world mythology is *The New Larousse Encyclopedia of Mythology.* A storehouse of information about primitive religion can be found in *The New Golden Bough* which is an abridgement of a classic thirteen-volume work.

Good reference books to use for the lives of the Greek and Roman gods and goddesses are the classical dictionaries such as *The New Century Classical Handbook* and *The Oxford Companion to Classical Literature.*

Books of myths retold are numerous. There are the old standards such as Bulfinch's *Mythology* which tells the stories alluded to in English literature. There is also Hamilton's *Mythology* in which the style of re-telling is very close to that of the originals.

If you wish to research a specific mythology such as Chinese, Egyptian, etc., go to DC 290's and you will find the Hamlyn Publisher's series on mythology.

Folklore

Emrich, Duncan. *Folklore on the American Land.* New York: Little, 1972.

This book has a broad range. It contains children's folklore, American names, legends and tales, folksongs and ballads, and folk beliefs and superstitions. The latter covers such interesting topics as folk medicine, weatherlore, folklore of birth, marriage, and death.

America in Legend is a comprehensive volume including folklore from the Colonial Period to the present organizing it by chronology rather than by topic. *Dictionary of American Folklore* is a quick reference for sayings, customs, and legends. *A Treasury of American Folklore* is a good collection of yarns and tall tales and folk tales; it also contains a large section of folk heroes. Refer to DC 398 for other titles too numerous to mention. Books of proverbs and of superstitions can be found in this section as well.

Customs and Holidays

Reference books containing curious facts or odd bits of information which are difficult or impossible to find in a regular encyclopedia are *American Book of Days, Famous First Facts, Customs of Mankind, Celebrations,* and *How Did It Begin?*

The *American Book of Days,* an old standard reference, is actually a calendar of religious and historical celebrations which includes birthdays of famous Americans and the feast days of the saints.

Celebrations, a new book, deals with the notable holy days and holidays currently observed in America, how and why these special days originated, their history, and past and present observances.

A handy source of fascinating information we cannot overlook in exploring the origins of our customs is *How Did It Begin?.* The information it covers includes everything from birth, marriage, and death customs to army and navy and religious customs.

SCIENCE AND TECHNOLOGY

Because science is an ever-expanding horizon of knowledge, it is possible to mention only a few of the thousands of books in the field of science and technology. Books mentioned will be works of general usefulness and those essential to the major area studies.

Science

McGraw-Hill Encyclopedia of Science and Technology. New York: McGraw-Hill, 1971. 15 vols.

> This set presents authoritative comprehensive information in every area of modern science and technology. Each major branch of science begins with a broad survey article before treating the more scientific and technical aspects of the topic.

The McGraw-Hill Modern Men of Science is a two-volume supplement providing essential biographical data and extended descriptions of the achievements of leading contemporary scientists.

Information for a less advanced and technical need can be found in the ten volumes of *The Book of Popular Science. Van Nostrand's Scientific Encyclopedia* is a well-known, useful one-volume source on all topics of science. *Cowles Encyclopedia of Science, Industry and Technology* covers similar material arranged by broad categories so that use of the index is essential.

Science Year: The World Book Science Annual and *The Britannica Yearbook of Science and the Future* are annual volumes which provide special reports of general appeal and the current status and progress of science and technology.

Mathematics

The World of Mathematics is a four-volume reference emphazing the important aspects of the science. It includes historical, biographical, and advanced facets of mathematics for those with a special interest.

For further historical references, *The History of Mathematics* gives both a survey of its growth by chronological periods and development of its concepts by topical treatment. *Men of Mathematics* supplies a series of biographical sketches of some of the great mathematicians throughout history. Hogben's *Mathematics for the Million* treats the lore and theory of math, practical applications, and early history.

Astronomy

Splendor in the Sky, Man's Conquest of the Stars, and *Violent Universe* deal with the theories, history, and newest developments in astronomy. For maps of the solar system, the *Atlas of the Universe* and *Pictorial Astronomy* will be helpful. Finding and identifying the stars, planets, and constellations can be found in such guides as *How to Read the Night Sky* and *Guideposts to the Stars.*

Chemistry and Physics

International Encyclopedia of Chemical Science is a dictionary of chemical terms, explanations of theories and practices, processes, tests and methods. It includes related physics and math terminology. *The Handbook of Chemistry and Physics* contains chemical and physical data, definitions, tables, formulas and related mathematics. Useful first aid and safety information is included. For concise and accurate information about physics, refer to *The Encyclopedia of Physics.*

The many books dealing with the histories and the various branches of these subjects are too numerous and diversified to mention here. The use of the card catalog will be your most valuable aid. *Scientific American* and *Science News* are two periodicals for current up-to-date information.

Earth Science

The earth and its people have gone through many changes. Such books as *Men and Dinosaurs, Prehistoric Life on Earth, Fossils in America,* and *Life Before Man* represent just a few of the titles of man's continuing development. *The*

Emergence of Man series is a beautifully illustrated fifteen-volume set depicting every stage of prehistory from dawn of time to the seafaring voyages. The text is an accurate updating of new findings to answer most any anthropological question.

Changes of the earth's features can be a study of ancient times as well as the present and the future. *The Restless Earth, Earthquake History of the United States, Volcanoes, Old and New,* and *The Earth in Action* explain the phenomenon of earthquakes and volcanoes. *The Ice Age Lost* and *Glacier Tracks* trace the history and the effects of the glaciers.

Meteorology and weather predicting can be found in books titled *The Elements Rage, The Skywatchers,* and *Why the Weather?.*

The Ocean World, Earth Beneath the Sea, and *Exploring the Ocean World* provide both technical information and introductory material for those interested in oceanography. *Conquering the Deep Sea Frontier* and *Three Adventures* deal with personal experiences of oceanographers. *Harvest of the Sea* and *The Sea Farmers* discuss the uses and potentials of marine resources.

Animal Life

The Life Nature Library series (25 volumes) serves as a survey of the world's natural history. The text covers major habitats, kinds of living things, major land units, and the physical and behavioral evolution of man.

Grzimek's Animal Life Encyclopedia (13 volumes) contains extensive knowledge of the entire animal kingdom classified in naturally related groups, such as Lower Animals, Insects, Mollusks and Echinoderms, Fishes and Amphibia, Reptiles, Birds and Mammals. Each volume includes the systematic classification of the animal kingdom it treats.

The International Wildlife Encyclopedia (20 volumes) gives a highly readable account of all species of animals. Included are informative discussions on such topics as evolution, conservation, and ecology. The index volume contains the systematic classification of animals.

Handy books for identification and description are the *Field Guide Books.* Some of the guide books in our library cover birds, fishes, insects, snakes, butterflies, spiders, and mammals.

Plant Life

Gray's Manual of Botany is a standard, technical reference handbook of flowering plants and ferns of the United States. *The World of Plant Life* is not as technical,

but assists with plant identifications and furnishes information on plant evolutions. *The Garden Dictionary*, *Wyman's Gardening Encyclopedia*, *Flowering Shrubs*, and the *Exotic Plant Manual* are similar in that the books give descriptions, scientific names, culture, propagation, disease and treatment, and hardiness zones. *A Field Guide to Wildflowers*, *Flowers*, *Trees of North America*, and *Field Guide to Trees and Shrubs* are all excellent for identification purposes.

Technology

The Life Science Library of twenty-six volumes serves to make the complex world of science and technology understandable. It offers an in-depth treatment of a wide spectrum of specialized subjects and develops their application to our society.

Medical Sciences

Gray's Anatomy of the Human Body will continue to be the major authoritative text on anatomy. It is complete with illustrations, descriptions, and definitions. *The Body* and *The Human Machine* give a popular account of human physiology, heredity, and behavior.

For definitions of terms in medicine and allied sciences *Black's Medical Dictionary* and *Taber's Cyclopedic Medical Dictionary* are handy references. *The Origin of Medical Terms* provides the origin and development of medical terminology.

The Merck Manual of Diagnosis and Therapy is indispensable in that it organizes professional facts quickly for accurate diagnosis and effective treatment. Part I contains diagnostic and therapeutic information; Part II presents clinical procedures.

The New Illustrated Medical and Health Encyclopedia, *The Family Book of Preventive Medicine*, and *The New Encyclopedia of Child Care and Guidance* give frank understandable coverage of diseases, health problems and treatments, and child development.

The modern health issues of drug usage, alcoholism, and smoking and the social issues of conservation and pollution are covered by numerous titles. You can find them by using the card catalog.

Domestic Sciences

The Foods of the World series (27 volumes) describes the various cuisines of the world, complete in every facet of international cooking. Each volume with colorful pictures offers recipes and directions and the cultural history and life-style of the country it treats.

The Art of Sewing series (9 volumes) presents sewing and needlework techniques in clear and easily understood instructions, complete with illustrated step by step directions. It includes picture essays on the history and cultural significance of fashion.

There is a recent and growing interest in consumer problems in America. *Buy it Right, Consumer Beware, The Intelligent Consumer,* and *The Supermarket Trap* are helpful books to assist you, as a consumer, to get the maximum value for your money.

SOCIAL SCIENCE

The term social science encompasses a large number of subjects which deal with the relationship of man to society. The term is often used to cover such topics as education, sociology, social conditions, statistics, economics and business, political science and government, law and justice.

International Encyclopedia of the Social Sciences. Ed. David Sills. New York: Macmillan, 1968. 17 vols.

> This set is a valuable research tool containing topical articles of concepts, theories, and methods in all major and related fields pertaining to social science. It emphasizes the postwar expansion of contemporary social, economic, and political problems.

Editorial Research Reports are weekly reports discussing current issues of major concern. "Child Support", "Drinking Water Safety", "Arab Oil Money", and "Sports Business" are examples of topics. These are well-researched, offering background and future considerations. If controversial, both sides are presented. Bound volumes are semiannual and include the reports, interim briefs, and indexing.

The Dictionary of the Social Sciences is a one-volume reference which defines the key concepts and terminology most widely used and gives the reader a general introduction to the main problems and developments in the field.

Political Science and Law

Of the various forms of government, the two most frequently studied are our own system and Communism. *Masters of Deceit* and *The Study of Communism* cover the basic tenets, the development, and the threat of Communism. *Heirs Apparent* examines the background of the Chinese political scene in order to discover who will control its destiny in the future.

What is Democracy? and *The Politics of American Democracy* show the development and give an analysis of the theory and the practical workings of

American government. *American Political Parties* presents a history of the political party system in our country.

The American Political Dictionary and *The New Language of Politics* provide definitions, slogans, political slang, and catchwords of American political usage.

The *Bill of Rights Reader* is a source book of leading constitutional cases dealing with the constitutional amendments. It is a valuable and useful source in the study of civil rights and civil liberties.

Cases and Materials of Constitutional Law gives basic information on judicial function, structure of state and federal government, and the Supreme Court decisions of historical cases. The majority of the book is devoted to Individual Rights cases. It has a detailed table of contents and a subject index. The principal cases discussed at some length are listed in italics.

Books on the Negroes' efforts to win equality are found in histories of the Civil Rights Movement. Two of these are *From Reconstruction to Revolution* and *The American Negro Revolution.*

The First Amendment is a history of the right to vote in America. *Bloomers and Ballots* is an account of one of the early leaders of the Women's Rights Movement in her struggle of equality for women.

Crime and violence, law enforcement, punishment, and crime prevention are of major concern to all American citizens.

Crime in America and *Crime and Its Prevention* are examples of some of the books available that discuss and attempt to diagnose the problem. *The Death Penalty in America* is just one of the many books on capital punishment that offers essential information with selections covering the pros and cons of the subject. *Inside* and *A Time to Die* treat the problems and conditions of American prisons. *Crisis in Corrections* and *Probation* offer alternatives to consider. *Police in Trouble, Confrontations,* and *Varieties of Police Behavior* treat the problem of law enforcement including a frank discussion of police corruption.

Statistics, Economics, and Labor

More and more statistics are being collected and interpreted than ever before. *The Statistical Abstract of the United States* is an annual volume giving summary figures on population, agriculture, manufacturing, mining, exports and imports, finance, climate, and numerous other topics covering a period of at least 10 years. *The Historical Statistics of the United States* covers the same general information, arranged by topic with the most recent data presented first.

McGraw-Hill Dictionary of Modern Economics is an up-to-date reference of terms, charts, tables, and historical information. It lists and describes government and private agencies and nonprofit and research organizations concerned with economics and marketing.

The Occupational Outlook Handbook gives information about employment opportunities and jobs in business, industry, trades, agriculture, government, and professions. *The Encyclopedia of Careers and Vocational Guidance* is a two-volume guide for planning and preparing a productive career.

Some titles for the study of the development of labor and labor organizations are *The Great Struggle, The Armies of Labor,* and *Union Man.* Interesting books on child labor and exploitation of workers are *Saturday's Child, Mill Child,* and *One Sunset a Week.*

Minorities

Makers of America. Ed. by Wayne Moquin. New York: Encyclopedia Britannica Educational Corp., 1971. 10 vols.

This is a comprehensive and valuable research tool covering the history of immigration to this country. It discusses Old World influences, Anglo-Saxon superiority, racism, and the color bar.

In Their Place and *Why Can't They Be Like Us?* are additional books examining racial views in America and exploding the old concept of the melting pot.

For historical research of the Black American such books as *Before the Mayflower* and *The Negro American* trace the history and struggle of the Negro.

For primary source material you may consult *Negro in American History* and *In Their Own Words.* Both are three-volume works of collections of letters, diaries, speeches, and newspaper accounts telling the story of the Negro and his integral part of American History. *Black American* and *Eye Witness* are collections of original source material also.

Biographical sources such as *Great American Negroes, World's Great Men of Color, Pioneers in Protest,* and *100 Years of Negro Freedom* stress the role of great leaders and personalities while telling the history of the Black American. Other biographies of Negro leaders can be found in the DC 921 section of the library.

Blackthink, I Never Had It Made, Locked-Out Americans, and *Soul on Ice* are a few titles of Negro personal experiences – their hardships and their victories.

Books on Indian history and culture can be found by looking in the card catalog under the heading Indians of North America.

Books showing the Indian as a rising ethnic force; reflecting his changing attitudes, influences, and problems are *The New Indians; We Talk; You Listen; The American Indian;* and *Our Brother's Keeper.*

Great Documents in American Indian History must be mentioned because it includes interesting postwar documents and policies of education, welfare, and rights. *Contemporary American Indian Leaders* presents the biographies of recognized spokesmen of the Native American and his new role in society.

Good sources for the understanding of the heritage of the Mexican American people are *A Documentary History of the Mexican Americans* and *Chicano: The Evolution of a People.* Complete and accurate accounts of all the influences that have shaped Mexican American culture are presented in *North of Mexico* and *The Proud Peoples.* Books on the present Mexican American status, their plight and neglect, and the recent rise of their new leaders are *Strangers in Their Own Land, Somos Chicanos, Mexican American Youth,* and *La Raza.*

The problems and plight of the migrant workers are described in *Wandering Workers, The Slaves We Rent,* and *Merchants of Labor.*

Information on other ethnic groups is available. *Puerto Rican Americans* and *Manana is Now* deal with the Puerto Rican; *Longtime Californ'* is a documentary study of American Chinatowns; *Kike* is a history of anti-Semitism, while *A Documentary History of the Italian Americans* discusses that group.

SPORTS AND RECREATION

The Modern Encyclopedia of Basketball. Ed. Zander Hollander. New York: Four Winds Press, 1969.

> This book is exactly what it says it is. It is an encyclopedia covering the broad spectrum of the sport of basketball beginning with its invention in 1891. Emphasis is on the modern era, however, including college, professional, amateur and high school statistics and records. There are feature stories with historic photographs on stars, teams, coaches, referees, and the Globetrotters. Appended are the complete National Basketball Committee Rules.

Similar works for other sports are, for example, *The Baseball Encyclopedia* which is a compilation of batting averages, game regulations, team rosters, history of special decisions, and changes in baseball rules from 1869; *The NFL's Official Encyclopedic History of Professional Football* and *The Hockey Encyclopedia* are books of facts and figures which are sparked with handsome illustrations.

A smaller book presenting records set in over sixty sports is *Guiness Sports Record Book* taken from the famous *Book of World Records;* it is a fascinating collection of sports information. Where else could you find that the longest recorded wrestling bout lasted nearly eleven hours?

If you are looking for the origins and history of a sport, try *Who Was Who in American Sports, The World Series, The Way It Was, How Did Sports Begin?,* and *The story of the Olympics.*

All the major sports, as well as minor ones, are discussed in books of history, biography, personal narrative, and technique. Judo, karate, weight training, and pole vaulting are among the individual sports covered. Use the subject heading for the sport or person in which you are interested when you search in the card catalog.

Scarne's (pronounced Scarney's) *Encyclopedia of Games* provides official rules, game variations, strategy, and even methods for detecting cheating in over one thousand games of all kinds.

Books treating special interests and hobbies are found in DC 794-799. Such titles as *Official Chess Rule Book, Outdoorsman's Handbook, Backcountry Camping, Sailing,* and *Basic Horsemanship* are among the many available. Again refer to the card catalog to follow your own special interest.

APPENDIX I

Dewey Decimal Classification: Ten major classes with each of their ten divisions.

Second Summary

000 General Works

010 Bibliography
020 Library science
030 General encyclopedias
040 General collected essays
050 General periodicals
060 General organizations
070 Newspapers and journalism
080 Collected works
090 Manuscripts and rare books

100 Philosophy

110 Metaphysics
120 Metaphysical theories
130 Branches of psychology
140 Philosophical systems
150 Psychology
160 Logic
170 Ethics
180 Ancient, Medieval, Oriental
190 Modern Western philosophy

200 Religion

210 Natural religion
220 Bible
230 Doctrinal theology
240 Moral and devotional
250 Pastoral theology
260 Christian church
270 Christian church history
280 Christian churches and sects
290 Other religions

300 Social Sciences

310 Statistics
320 Political science
330 Economics
340 Law
350 Public administration
360 Social welfare
370 Education
380 Commerce
390 Customs and folklore

400 Language

410 Comparative linguistics
420 English and Anglo-Saxon
430 Germanic languages
440 French, Provencal, Catalan
450 Italian, Romanian
460 Spanish, Portuguese
470 Latin and other Italic
480 Classical and modern Greek
490 Other languages

500 Pure Science

510 Mathematics
520 Astronomy
530 Physics
540 Chemistry
550 Earth sciences
560 Paleontology
570 Anthropology and biology
580 Botanical sciences
590 Zoological sciences

600 Technology

610 Medical sciences
620 Engineering
630 Agriculture
640 Home economics
650 Business
660 Chemical technology
670 Manufactures
680 Assembled products
690 Buildings

700 The Arts

710 Civic and landscape art
720 Architecture
730 Sculpture
740 Drawing and decorative arts
750 Painting
760 Graphic arts
770 Photography
780 Music
790 Recreation

800 Literature

810 American literature
820 English and Anglo-Saxon
830 Germanic literatures
840 French, Provencal, Catalan
850 Italian, Romanian
860 Spanish, Portuguese
870 Latin and other Italic
880 Classical and modern Greek
890 Other literatures

900 History

910 Geography and history
920 Biography
930 Ancient history
940 Europe
950 Asia
960 Africa
970 North America
980 South America
990 Rest of world

An example of subdivision using the division

970 North America:

971 Canada
972 Middle America
973 United States
974 Northeastern states
975 Southeastern states
976 South-central states
977 North-central states
978 Western states
979 Great Basin and Pacific Slope

An illustration of finer subdivision with decimal notation after

973 United States:

973.1 Discovery and exploration to 1607
973.2 Colonial period, 1607-1775
973.3 Revolution and confederation, 1775-1789
973.4 Constitutional period, 1789-1809
973.5 Early 19th century, 1809-1845
973.6 Middle 19th century, 1845-1861
973.7 Civil War, 1861-1865
973.8 Later 19th century, 1865-1901
973.9 20th century, 1901-

An illustration of even finer subdivision using

973.8 Later 19th century, 1865-1901 (Period of Reconstruction):

973.81 Administration of Andrew Johnson, 1865-1869
973.82 Administration of Ulysses Simpson Grant, 1869-1877
973.83 Administration of Rutherford Birchard Hayes, 1877-1881
973.84 Administrations of James Abram Garfield and Chester Alan Arthur, 1881-1885
973.85 First administration of Grover Cleveland, 1885-1889
973.86 Administration of Benjamin Harrison, 1889-1893
973.87 Second administration of Grover Cleveland, 1893-1897
973.88 Administration of William McKinley, 1897-1901
973.89 Spanish-American War, 1898

APPENDIX II

Most libraries in the Western Hemisphere use either the Dewey Decimal Classification (DC) or the Library of Congress Classification (LC).

The LC was developed to organize the mammoth collection of our national library in Washington, D.C. This system is not used widely in high school or small libraries, but it is used more and more in college or university libraries and large public libraries.

A brief summary of LC appears below with the First Summary of DC so that you will recognize the difference and the similarity between the two.

DEWEY DECIMAL CLASSIFICATION: FIRST SUMMARY	LIBRARY OF CONGRESS CLASSIFICATION	
	A	General Works
000 General Works	B	Philosophy – Religion
	C	History – Auxiliary sciences
100 Philosophy	D	History and topography (except America)
	E-F	America
200 Religion	G	Geography – Anthropology
	H	Social sciences – Economics – Sociology
300 Social sciences	J	Political science
	K	Law
400 Language	L	Education
	M	Music
500 Pure sciences	N	Fine Arts
	P	Language and Literature
600 Technology (Applied sciences)	Q	Science
	R	Medicine
700 The Arts	S	Agriculture – Plant and Animal Industry
	T	Technology
800 Literature and Rhetoric	U	Military science
	V	Naval science
900 Geography, History, etc.	Z	Bibliography and Library Science

While DC is based on ten major classifications, LC uses twenty-one letters of the alphabet for its major divisions. The twenty-one main classes are next divided by adding a second letter.

Example:

A	=	General works
AE	=	Encyclopedias

or:

P	=	Language and literature
PR	=	English literature
PS	=	American literature
PZ	=	Fiction

The twenty-one classes are further subdivided by adding combinations of numbers.

Example:

E	=	History of America
E 55-99	=	Indians of North America
E 186-199	=	Colonial Period
E 458-655	=	Civil War

or:

H	=	Social Sciences
HG	=	Finance
HG 201-1490	=	Money
HG 1501-3540	=	Banking

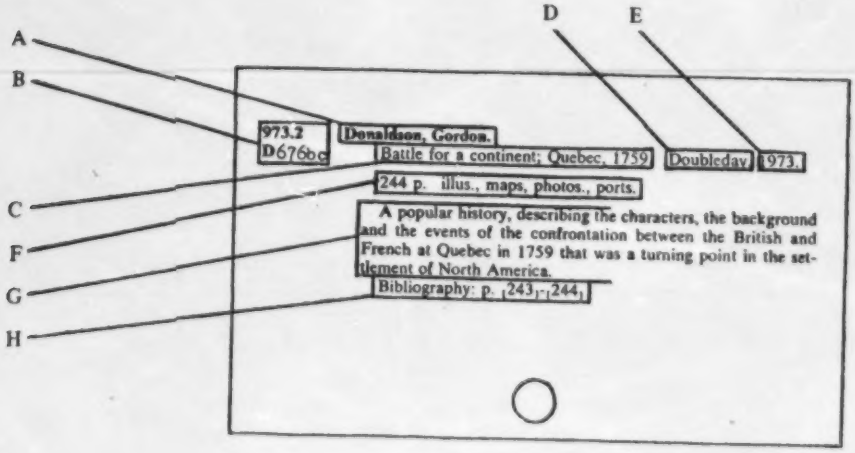
The letters I, O, W, X, and Y have been omitted, but they can or will be used to provide expansion in new areas of knowledge.

APPENDIX III

Information on a Catalog Card

Libraries use a variety of commercially printed cards, some giving more complete information than others. All cards, however, include the essential information such as name of author, title of book, publisher and date of publication. Place of publication is often omitted because many publishers are located in New York.

A. Author's name
B. Call number
C. Title and subtitle
D. Publisher's name
E. Date of publication or copyright date
F. Number of pages, illustrations, maps, photos, etc.
G. Content note
H. Bibliography note



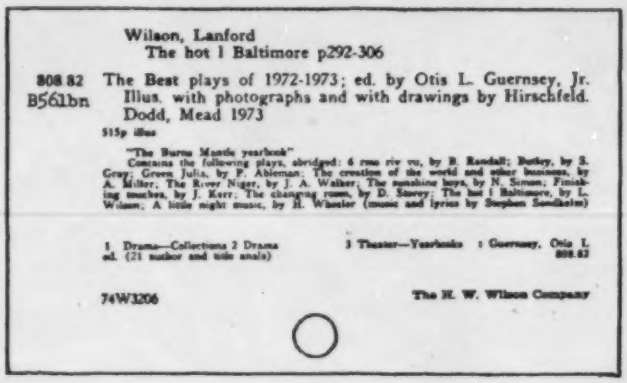
APPENDIX IV

Analytic cards in the catalog help you to find books containing plays, stories, essays, longer poems, and valuable reference material on subjects.

Though the forms used for analytic cards differ, they all serve the same purpose of directing you to sections of books and the pages in those books for the selections you want.

Below are examples of two kinds of analytic cards that you will find useful in our library. Assume you are looking for *The Hot l Balimore*, a play by Lanford Wilson.

Author analytic:



Wilson, Lanford
The hot l Baltimore p292-306

808.82 B561bn — The Best plays of 1972-1973; ed. by Otis L. Guernsey, Jr. Illus. with photographs and with drawings by Hirschfeld. Dodd, Mead 1973

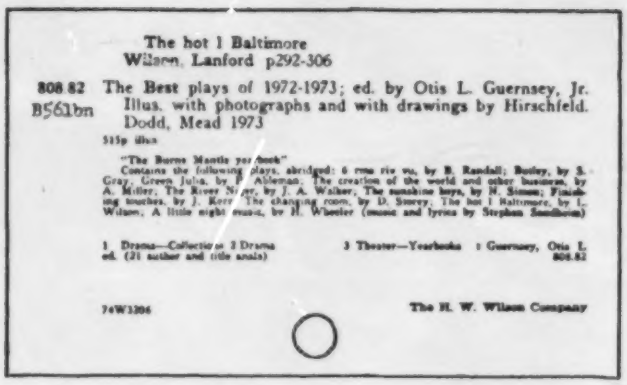
515p illus

"The Burns Mantle yearbook"
Contains the following plays, abridged: 6 rms riv vu, by B. Randall; Butley, by S. Gray; Green Julia, by F. Alderman; The creation of the world and other business, by A. Miller; The River Niger, by J. A. Walker; The sunshine boys, by N. Simon; Finishing touches, by J. Kerr; The changing room, by D. Storey; The hot l Baltimore, by L. Wilson; A little night music, by H. Wheeler (music and lyrics by Stephen Sondheim)

1. Drama—Collections 2 Drama ed. (21 author and title anals) — 3 Theater—Yearbooks : Guernsey, Otis L. 808.82

74W3206 — The H. W. Wilson Company

Title analytic:



The hot l Baltimore
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1. Drama—Collections 2 Drama ed. (21 author and title anals) — 3 Theater—Yearbooks : Guernsey, Otis L. 808.82

74W3206 — The H. W. Wilson Company

APPENDIX V

MAGAZINES AVAILABLE IN ROCHELLE HIGH SCHOOL LIBRARY

Back files cover six years, newer acquisitions excepted. Magazines indexed in *Reader's Guide* and *Education Index* are in Bold print.

Amateur Wrestling News
AMERICA
AMERICAN ARTIST
AMERICAN EDUCATION
AMERICAN HERITAGE
AMERICAN HISTORY ILLUSTRATED
AMERICAN LIBRARIES
ATHLETIC JOURNAL
ATLANTIC
AUDIOVISUAL INSTRUCTION
AUDUBON

Basketball Weekly
BETTER HOMES AND GARDENS
Booklist
BUSINESS WEEK

CAR AND DRIVER
CHANGING TIMES
CHRISTIAN CENTURY
CLEARING HOUSE
COMMONWEAL
CONGRESSIONAL DIGEST
CONSERVATIONIST
CONSUMER REPORTS
CONSUMER'S RESEARCH MAGAZINE
Creative Crafts
CURRENT
CURRENT HISTORY

Downbeat

Earth Science
EBONY
Editorial Research Reports
EDUCATION DIGEST
ENGLISH JOURNAL
ENVIRONMENT

FAMILY HEALTH
FARM JOURNAL
FIELD AND STREAM
FLYING
Football News

Golf
GOOD HOUSEKEEPING

HARPER'S MAGAZINE
HIGH FIDELITY/MUSICAL AMERICA
HIGH SCHOOL JOURNAL
HOLIDAY
HORIZON
HORTICULTURE
HOT ROD
HOUSE AND GARDEN

Illinois Issues
Illinois Libraries
INTELLECT
International Gymnast
INTERNATIONAL WILDLIFE

LADIES HOME JOURNAL
LIBRARY JOURNAL

MCCALL'S
MADEMOISELLE
MECHANIX ILLUSTRATED
MEDIA AND METHODS
MH MAGAZINE
MODERN PHOTOGRAPHY
MUSIC JOURNAL

NATION
NATIONAL GEOGRAPHIC
NATIONAL REVIEW
NATIONAL WILDLIFE
NATURAL HISTORY
NEW REPUBLIC
New Woman
NEW YORK TIMES MAGAZINE
NEW YORKER
NEWSWEEK

OUTDOOR LIFE

PARENTS' MAGAZINE
Paris Match
People
PHI DELTA KAPPAN
POPULAR ELECTRONICS
POPULAR MECHANICS
POPULAR PHOTOGRAPHY
POPULAR SCIENCE
PROGRESSIVE
PSYCHOLOGY TODAY

READER'S DIGEST
REDBOOK
Runner's World

SATURDAY EVENING POST
SATURDAY REVIEW
Scholastic Wrestling News
SCHOOL ARTS
SCHOOL LIBRARY JOURNAL
School Media Quarterly
SCIENCE DIGEST
SCIENCE NEWS
SCIENTIFIC AMERICAN
SENIOR SCHOLASTIC
SEVENTEEN
SMITHSONIAN
SOCIETY
Sport
Sporting News
SPORTS ILLUSTRATED
SUCCESSFUL FARMING

Tennis
TIME
TODAY'S EDUCATION
TODAY'S HEALTH (now FAMILY HEALTH)
Track and Field News
TRAVEL

U.S. NEWS & WORLD REPORT

VITAL SPEECHES

Washington Wildlife
WEATHERWISE
WILSON LIBRARY BULLETIN
WomenSports
WRITER

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